



FORTISMERE
Centre Number 12602

STUDENT EXAMINATIONS GUIDANCE BOOKLET 2025 - 2026

GCE/GCSE/BTEC

Please read this guidance carefully and keep it safe. This guidance applies to ALL your exams in 2025 - 2026

This booklet is reviewed annually to ensure compliance with current regulations

INTRODUCTION

It is the aim of Fortismere School to make the examination experience as stress free and successful as possible for all candidates.

We hope that this booklet will prove informative and helpful for students and parents/carers'. It should be read carefully so that you are aware of the examination regulations.

The awarding bodies (or examination boards) set down strict rules, which must be followed for the conduct of examinations, and Fortismere School is required to follow them precisely. Students should therefore, pay particular attention to the Information and Notices at the back of this booklet.

Most of the information students require will be in this booklet, on the exams page of the school website, or the exam board websites. However, if students and/or parents/carers still have any queries, need help or advice at any time before during or after the examinations please email on exams@fortismere.org.uk

Ms Rawji
Exams Officer
Tel: 020 8365 4436

Please be aware that during the examination season the Exams Office is not manned for a large part of the day and messages may not be heard until the end of the day. If your query is urgent please contact the school reception and leave a very clear message with your; name, reason for the call, best contact number for the day.

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BEFORE THE EXAMINATIONS

Exam Timetable and Information

All students and parents/carers sitting exams will receive their personalized Summer External exam timetable in their legal name and surname by email. This shows all exams to be sat including coursework, oral or practical exams, it should be checked for any errors and the subject teacher should be informed.

After Easter holidays, final personalized exam timetable will be sent to students', parents/carers by email. A hard copy of the student timetable will also be handed out to the students. Please note some BTEC written exam, speaking exam, practical exam dates appear as TBA, you will receive the details of the exam arrangements separately by the relevant department.

Exam Timetable Clash

This means you have two or more exams at the same time on the same day. If an exam has to be moved to a different session entirely (am to pm or vice versa) students will be held incommunicado so that the integrity of the exam is not compromised. This means students will remain in exam conditions until the next exam so that the integrity of the exam is not compromised. If you are under supervision for a clash, you will not have access to a mobile phone or be able to communicate to any other students. Clash students will be expected to have their lunch under supervision, hence they should bring their own packed lunch, drinks and snacks as escorting students to the canteen could compromise their secure state.

If the total time of the clash exams is three hours or less, then exam will be scheduled in the same session with twenty minutes of supervised break between papers within a session. Revision will not be allowed during the twenty minutes of supervised break.

You will be given a separate a Clash resolving forms, explaining the arrangements of the day of your clash exam and rules and expectations from you.

External exam clash students must see the exams officer as soon as you receive your exam timetable for information/arrangements.

Communication

It is the student's responsibility to ensure that their school email account is functioning properly and regularly check for updates. Should students require any support with accessing their school email, they must contact the school's network manager on it.support@fortismere.school

Candidate name and number

- Each student will be issued a four-digit candidate number. This is the number that should be entered on examination papers. Students' school ID will be placed on their exam table before the start of each exam and will be collected at the end of each exam.
- Students should always write their **full legal name** (as it appears on their passport) on the exam paper. Under no circumstances, student should write their preferred forename and preferred last name on their paper.

Timekeeping

Typically, morning exams start at 09:00 and afternoon exams start at 13:30. Please arrive 30 min before the exam start time, so that you have enough time to check the seating plan for your seat number and exam room details for every exam session. Subject teachers will advise students directly the dates for non-timetabled exams. (practical, oral exams, controlled assessments and coursework)

Equipment

- It is not school policy to provide students with any equipment. Therefore, please ensure you have all the correct equipment before your examinations.

ESSENTIAL EXAM EQUIPMENT



Students **MUST** have **2** Pens, **2** Pencils, Rubber, Ruler, Sharpener, Compass, Protractor and Scientific Calculator in a clear pencil case or plastic bag.

- Students should be organised; bags and pencil cases should be prepared from the night before. This should be a **clear pencil case** or a **freezer type bag with no markings**. It is a good practice to also place your **lanyard** and **calculator (without lid)** in your pencil case or bag.
- It is the student's responsibility to ensure that scientific calculators have the correct setting. If in any doubt, please check with your Math's teacher. Refer to the JCQ FAQs – Using calculators for further details.
- Spectacle cases are forbidden in the exam room.
- The school provides tissues, so don't bring your own into the exam room.
- All watches or any electrical devices are forbidden and should not be brought into the Exam Room and should be left in your bag or in the zipped wallet in front of your exam desk.

Mock Exams

To avoid ambiguity as much as possible, both mock and internal exams will be conducted under the same conditions as public exams and carry the same penalties for misconduct.

EXAM TIME

Examination Regulations

The list of regulations is vast, the main ones are covered in the booklet and copies of warning notices prepared by the government's governing body, the Joint Council of Qualification are printed at the back of the booklet

- Warning to Candidates
- Unauthorised items
- Information for Candidates – written exams
- Information for Candidates – for on-screen tests
- Information for Candidates – non examination assessments
- Information for Candidates – coursework assessments
- Information for Candidates – Social Media
- JCQ Preparing to sit your exams
- FAQs – Using calculators

Students should read these carefully and behave in an acceptable manner during the exams. There is a rising scale of penalties for breaching the exam board regulations; these range from a warning to loss of marks, loss of a unit, disqualification from the entire subject including exams already sat including assessments to complete expulsion from sitting any exams, with any exam board, for a set period of time.

Attendance and dress code

- Students are responsible for checking their own timetables and arriving at school on the correct day and time.
- In the event of an absence on their exam day, students must inform school as a normal procedure and must also email exams@fortismere.org.uk
- All students must follow the normal school dress code policy for exams. Students should wear appropriate clothes and shoes in school for exams. No jewelry or any accessories will be allowed in the exam room. Outside coats, jackets, hats or hoods will not be allowed in an exam room. Bandanas or other headgears will not be allowed except when worn for religious reasons.

Exam stationery

Additional exam paper is available on demand. Students should write their legal name, candidate number and center name and number on all additional scripts used for exams. Do not wait until the last minute to ask for paper.

Students can use the additional script if they run out of space on their script or just need to make notes or plan work. Students should only write in the white areas, neatly cross out any rough work that they do not want marked.

Students should always leave 2 lines between questions.

Dos & Don'ts in the Exam Room

- a. No correction pens or fluids are allowed
- b. Must only use a black ball point pen for all your answers
- c. Water bottles must be transparent with no labels or markings
- d. No food or drinks are allowed except water
- e. No mobile phones, electronic internet/storage devices, headphones, iPod and watches are allowed
- f. No calculator lids or spectacle cases are permitted
- g. No tissues, notes, pieces of any paper, exam timetable
- h. Students must NOT draw graffiti or write offensive comments on the examination papers as the examination board may refuse to accept the script
- i. Students should NOT write on the exam tables. This is regarded as vandalism and students will be asked to pay for the repair/cleaning.
- j. Students must NOT start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and must NOT open the question paper until examination begins
- k. Students must listen carefully to the instructions and notices read out before each exam; there may be amendments to the question paper or evacuation procedures.
- l. If the fire alarm sounds students must stop writing, put their pen down and close their answer booklet and wait for invigilators instructions. It is a breach of the rules to continue writing.
- m. Students must check they have the correct question paper and tier. If students are uncertain they should inform an invigilator.
- n. Students should read the information on the front of the question paper especially the instructions for additional equipment.
- o. Students cannot leave until the end of exam time.
- p. It is forbidden to borrow or share equipment or resources from other students in the exam room.
- q. Students are forbidden to take question papers or exam stationery from the exam venue.
- r. Once inside the exam room, absolute silence must be maintained. Any type of communication between students is strictly forbidden. This includes mouthing words, knowing looks, eye and hand gestures. An invigilator will supervise any communication by the student with a member of staff or teacher. Exam conditions must be maintained until you have left the exam room.
- s. At the end of the exam, students will be dismissed one row at a time. As some students may still be working,

those dismissed must leave the exam room in silence, quietly and quickly and not congregate outside the exam room. Students must move away and catch up with fellow students elsewhere.

- t. Failure to comply with invigilator instructions is malpractice and exam boards can impose severe penalties
- u. To gain the attention of an invigilator, students should raise their hand clearly and wait. Under no circumstances are they to call out or leave their seat.
- v. Exam silence must be maintained at all times, whether students are being escorted to the toilet, evacuated, taken ill, held incommunicado etc. Student communication is with an invigilator only. Students must not speak to anyone (including staff) unless the invigilator approves and supervises the conversation; this includes other students, teachers and pastoral staff.
- w. Students must ignore anyone who tries to communicate with them and allow the invigilator to speak on their behalf to explain. A breach of this rule can result in consequences ranging from a loss of marks to disqualification from an exam.

Security Checks

JCQ requires that where candidate's ears are not visible they should be checked for possible hidden listening devices. Students who prefer to have the check conducted privately should inform Exams Officer as soon as possible. A warning note will be placed on the register so that the invigilators are aware the security check should be done privately. Please note with the exception of religious or medical reasons, a hat or headscarf is forbidden. The invigilators have the right to demand for a security check in order to maintain the integrity of the exam and to meet regulations. All such checks will be carried out in discreet.

Tattoos/Religious Henna/Doodles

Any markings, henna or tattoos on hands and arms is strictly forbidden by the Exams Boards and penalised by the loss of marks. If students have any visible markings on their hands and/or arms, please inform an invigilator who will arrange for them to be covered. Failure to do this can result in a malpractice notification to the Exam Board.

Invigilators

The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times. Non-compliance is severely sanctioned by the exam boards. Invigilators are in the examination rooms to supervise the conduct of the exams within the rules and guidelines set down by the Joint Council of Qualifications. Invigilators are required to report infringements, bad behaviours and insubordination to the awarding bodies. They do not make decisions regarding sanctions and penalties. Invigilators cannot discuss the examination paper with you or explain the questions. Students who display disruptive behaviour and/or an unacceptable manner will be reported to Exams Officer and removed from the exam room. The awarding body will also be informed.

Toilet visits

Students should make themselves comfortable before the start of each exam as they will not be allowed extra times to use the toilet during the exam. The staff will remind all students of this. Limit your intake of water to actual thirst and not boredom to avoid unnecessary toilet visits or discomfort. Toilet visits are forbidden in the first and last 30min of an exam and also for exams with a duration of less than 80 min. Invigilation numbers in the exam venues must be maintained at all times, therefore, only one student at a time is allowed to go to the toilet. Furthermore, if we have sudden shortage of invigilators, there will be an added delay to escort students to the toilet.

Absence from Examination

- If you experience difficulties during the examination season (e.g. illness, injury, and personal problems) please inform your Head of Year at the earliest possible opportunity.
- Please note that public examinations cannot be sat at any other time other than the stated date and session on your timetable. Therefore, missing an exam may mean the loss of a qualification.
- It is essential that students obtain medical or other appropriate evidence on the day of illness. A self-certification form (JCQ/ME Form 14) is available for download from the JCQ Website. This should be countersigned by your GP or the practice nurse and returned to your Head of Year.
- Please note that miss-reading the timetable is not an acceptable or satisfactory explanation of absence from an exam.

AFTER THE EXAMINATIONS

Results days

GCSE NOVEMBER 2025 SERIES RESULTS

ENGLISH LANGUAGE AND MATHS – THURSDAY 8 JANUARY 2026

EPQ, BTEC NATIONALS – JANUARY 2026 SERIES RESULTS

THURSDAY 19 MARCH 2026

BTEC FIRSTS & TECH AWARDS – JANUARY 2026 SERIES RESULTS

THURSDAY 19 MARCH 2026

SUMMER 2026 SERIES RESULTS

GCE & LEVEL 3 RESULTS: THURSDAY 13 AUGUST 2026 *

FROM 08:30 – 10:30

GCSE, BTEC FIRSTS & TECH AWARDS RESULTS: THURSDAY 20 AUGUST 2026 *

FROM 08:30 – 10:30

*subject to change

Third Party Collections and Notifications

Candidates wishing their Summer Exam Results to be posted to their home address must provide the Exams Office with an A4 self-addressed envelope with your postal address and a LARGE 1st class postage stamp on it. Results will NOT be posted without a stamp and address on the envelope – the stamp must have the word LARGE on it – ask at the Post Office! Please hand this envelope into the Exams Office before your final summer exam OR before FRIDAY 3 July 2026.

If you wish someone else to collect your summer results, you must complete and handover the permission/consent slip either in person or by email on exams@fortismere.org.uk before **FRIDAY 3 JULY 2026** to the Exams Officer stating who will be collecting your results. The nominated person will have to provide a photo ID when they come to the school to collect them. No results will be issued without WRITTEN consent on file. Results will not be given out by telephone, under any circumstances. Please speak to Exams Officer, Ms Rawji for further information.

Summer results not collected on the day will be available for collection from the Exam Office after the beginning of term in September 2026.

Exams Officer, Careers (GCE results day only) and teaching staff will be available on summer results days for further information and advice.

POST RESULTS SERVICES (PRS)/ENQUIRY AFTER RESULTS (EAR)

The Exams Office cannot offer advice on Reviews of Marking and after the results day, there are no teachers scheduled in until the school opens in September. All the information you need will be listed on the PRS Request Form. Please note that exam boards don't offer remarking any more.

POST - RESULTS SERVICES offered;

- Clerical re-checks
- Reviews of marking
- Reviews of moderation (Only for centre assessed marks)
- Access to scripts

Service 1 (Clerical re-check)

This is a re-check of all clerical procedures leading to the issue of a result. Exam board will check to ensure that all parts of the script have been marked and the total of the marks and the recording of the marks is correct.

Service 2 (Review of marking)

This service includes a clerical check. Second examiner will review the paper again to identify genuine marking errors or unreasonable marking. Exam board will ensure that all marks are counted.

Priority Service 2 (Review of marking)

The service is available for externally assessed components of both unitised and linear GCE A-level specifications. This service includes a clerical check. Second examiner will review the paper again to identify genuine marking errors or unreasonable marking. They will ensure that the agreed mark scheme has been applied correctly. Exam board will ensure that all marks are counted.

Service 3 (Review of moderation)

This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied. It is not a re-moderation of candidates' work. The awarding body will have trained its reviewers to conduct reviews of moderation accurately and consistently.

Please note that if your centre's internally assessed marks (coursework or non-examination assessment) have been accepted without change by an awarding body, this service will not be available.

Exams office staff do not work during summer holidays, other than the two results days and the day after the results days. Any results related information can be accessed via exam board's website.

Please note that there is a charge for these services by exam boards and an administration charge by the school. Should you receive an overall grade change as a result (not for unit grade/mark change), exam board will refund your money for that individual paper which reflected the change of marks and this does not include the school administration charge.

Certificates

Certificates for November 2025 series, January 2026 series and Summer 2026 series will be handed out altogether and will be available for collection in January 2027. Information for obtaining your certificates is on the Exams Page of the school website. A notification will be placed on the webpage as soon as certificates are available for collection. Please note that the school is only required to keep your certificates for one year after which they are securely destroyed. Copies are always available from the Exam Boards. These vary in cost from £45 - £90 each and can take up to 8 weeks for receipt.

Certificates are for life; please keep your certificates safe, they are expensive to replace and takes time.

A FINAL WORD!

If you have ANY queries about your exam entries, your timetable or your results, please email on exams@fortismere.org.uk as soon as possible.

Always use your Fortismere School email for emailing and provide as much information as possible – Personal Timetable, Candidate Number etc.

We are happy to help!

Prepare for your exam, these preparations are actually for a good life.

Best of luck for your exams!

Warning to candidates



 Questions matter AQA	 City & Guilds City & Guilds	 CCEA	 OCR Oxford Cambridge and RSA	 Pearson	 WJEC
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1

You **must** be on time for all your examinations.

2

Possession of a mobile phone or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.

3

You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

4

You **must** follow the instructions of the invigilator.

5

You **must not** sit an examination in the name of another candidate.

6

You **must not** become involved in any unfair or dishonest practice in any part of the examination.

7

If you are confused about anything, only speak to an invigilator.

The *Warning to candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

Unauthorised Items



AQA

City & Guilds

CCEA

NCFE

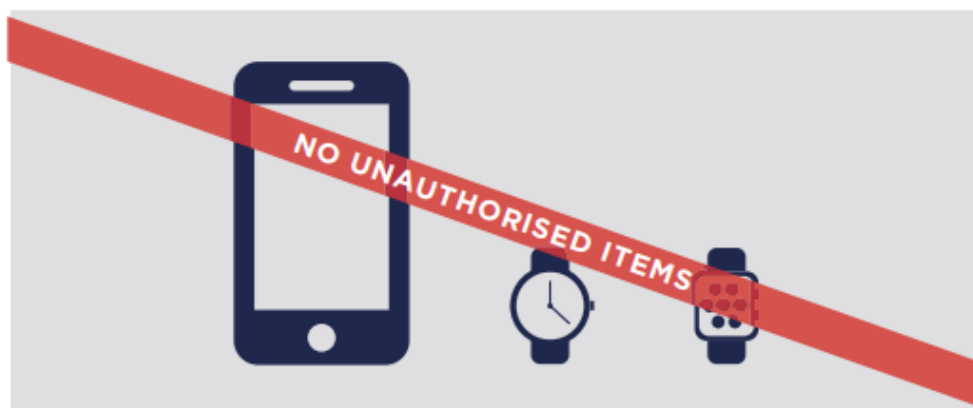
OCR

Pearson

WJEC

NO MOBILE PHONES NO WATCHES

**NO TECHNOLOGICAL OR WEB-ENABLED
POTENTIAL SOURCES OF INFORMATION**



Possession of unauthorised items, such as a mobile phone
or any watch, is a serious offence and could result in

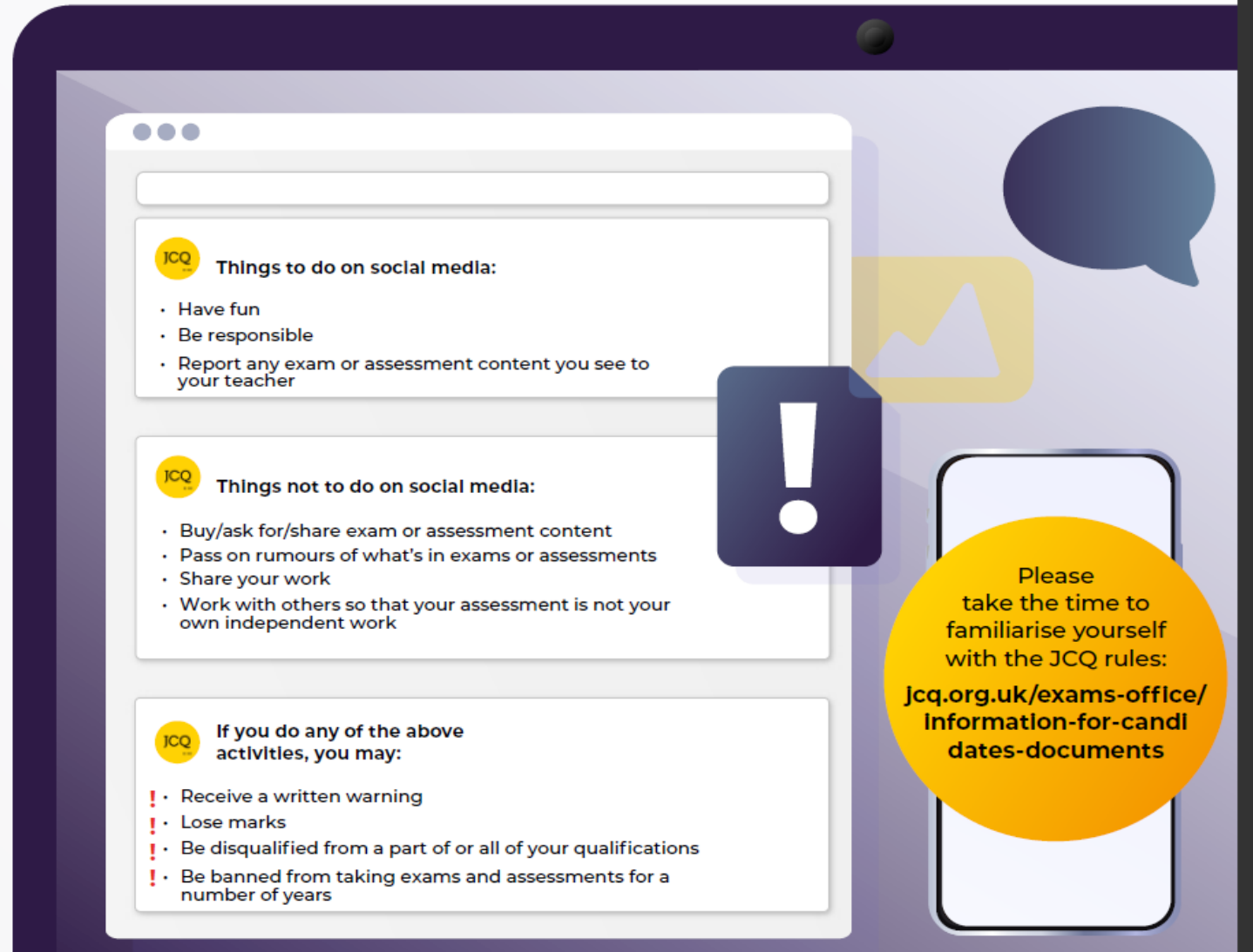
DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

While we like to share our experiences online, when it comes to exams and other assessments, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers

Things to do on social media:

- Have fun
- Be responsible
- Report any exam or assessment content you see to your teacher

Things not to do on social media:

- Buy/ask for/share exam or assessment content
- Pass on rumours of what's in exams or assessments
- Share your work
- Work with others so that your assessment is not your own independent work

If you do any of the above activities, you may:

- ! • Receive a written warning
- ! • Lose marks
- ! • Be disqualified from a part of or all of your qualifications
- ! • Be banned from taking exams and assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:
Jcq.org.uk/exams-office/Information-for-candidates-documents



Joint Council for
Qualifications^{CIC}

REVISION ONE

FAQs – Using calculators

Why have the instructions about using calculators been updated on ICE section 10?

To provide more clarity to candidates, exam officers and teachers given recent changes in technology.

What has changed in the *Instructions for conducting examinations* ?

Below is an explanation of the changes:

Updated guidance	Explanation of the change
10.1 A calculator is defined as an electronic device whose primary purpose is to carry out mathematical calculations.	This statement has been added to clarify, for example, that mobile phones which have an in-built calculator cannot be used.
10.2 This is the published guidance on calculators unless specifically varied by an awarding body in the qualification specification.	This statement has been added to clarify that awarding bodies' specifications can include statements to waive specific elements of the regulations.
10.6 During an examination calculators must not be able to offer any of these facilities	<p>The wording 'during an examination' has been added to cater for graphical calculators that become compliant when they are put into 'exam mode'.</p> <p>The wording 'designed or adapted' has been removed to cater for graphical calculators that may have been designed to offer some of the listed prohibited functions but do become compliant when they are put into 'exam mode'.</p> <p>There is no change to the list of functions prohibited in examinations.</p>
10.7 a) databanks, such as the periodic table (with the exception of scientific constants);	<p>Periodic tables have been mentioned as some graphical calculators have an in-built periodic table. These calculators may still be used in examinations using 'exam mode'. Further guidance on this is given below.</p> <p>'With the exception of scientific constants' has been added to clarify the position where scientific calculators have values, such as Avagadro's Constant and Acceleration due to Gravity. These are allowed in examinations.</p> <p>There is no change to the other pre-stored information listed in 10.7 that must not be accessible from calculators.</p>
10.9 Some calculators have an 'exam mode'. This is acceptable in examinations where the exam mode is activated and the exam mode results in the calculator becoming compliant with the above requirements.	This statement has been added to clarify the use of 'exam mode'.

Are graphical calculators allowed in examinations?

Graphical calculators are allowed for all examinations, unless specifically prohibited in the awarding body's specification, provided they are compliant with ICE. Due to the complex nature of graphical calculators, early conversations with candidates who have graphical calculators is recommended. Centres can then be confident that the graphical calculators are compliant.

Can an 'exam mode' be used to make a graphical calculator compliant with ICE?

Many graphical calculators come with an exam mode which locks down prohibited functions such as any storage facility. This gives centres the confidence that candidates have not stored material prior to the examination. Centres should refer to the manufacturer's website to see if a graphical calculator has an exam mode which will ensure compliance.

Some graphical calculators need to be connected to another calculator of the same type, to exit exam mode. For some, the exam mode will last for a specific period, such as 12 or 24 hours. It is important the calculator is in exam mode for the whole of the examination. Some centres ask candidates to demonstrate putting the calculator into exam mode just before the examination. Some calculators have a flashing border on the display for the first 15 minutes to give confidence that the exam mode will last for the next 12 hours.

For some graphical calculators pressing the reset button on the rear of the calculator will only reset the main settings and not clear any data, programs or text stored in memories.

Are apps or websites that can graph mathematical functions allowed in examinations?

No. Devices that can communicate with other devices, or the internet, are not allowed in examinations. Tablets and phones with mathematical apps are not allowed. As these are external programmes or websites they are prohibited by ICE.

Is there a list of calculators that are allowed in examinations?

No. Due to the extensive range of calculators available, it is not possible to put together a full list of calculators that are allowed in examinations.

Is there a comprehensive list of calculators which are not allowed in examinations?

No. The awarding bodies cannot comment on any specific calculator due to their complex functionality and the wide variety of makes and models available on the market.

Centres should be aware that there are calculators which are web-enabled which have been designed to appear the same as non-web enabled calculators (for example the 'Ruby calculator': <https://www.kspyworld.com/product-page/RubyCalculator>). There are also calculators specifically designed to enable candidates to 'cheat' in examinations. Centres should familiarise themselves with the most common calculators.

Centres should have conversations with candidates, especially with those who have graphical calculators. They can then be confident that candidates' calculators are compliant with ICE.

Can candidates take more than one calculator into an examination?

Yes. There is nothing to prohibit candidates taking more than one calculator into an examination.

Are calculators which can perform numerical integration and differentiation allowed? Yes. Only **symbolic** algebraic manipulation and **symbolic** calculus are not allowed.

Symbolic algebra and calculus mean that the calculator will show the algebraic stages of the solution. These will often have an indication of being a CAS (Computer Algebra System) on the case. Calculators which perform numerical integration and numerical differentiation, to only produce a numerical answer, can be used in examinations. An example of this would be to calculate the numerical answer to a definite integral without showing the algebraic stages