Barley Lane School
Ready, Respectful, Safe.
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Student and Parent/Carer Guide to Exams

2026/2027

Barley Lane School

Name:

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Welcome

This handbook is for students in **Year 10 and Year 11** who are preparing for formal qualifications, including GCSEs, Functional Skills, Entry Level Certificates and other accredited courses.

Examinations are an important step towards future education, training and employment opportunities. Some students will begin assessments during the autumn term, which is why this information is being shared now. Students should know which examinations they are taking and when they are taking them. If you have any questions, please speak to your teacher.

Remember



This is your opportunity to show what you know and what you can do.

If you are worried about exams or feeling anxious, please speak to your teacher. We are here to help and support you throughout the process

Key Contacts

Exams Officer

Sarah Pressey
spressey@barleylane.devon.sch.uk
01392 683015

School Contact Details

Barley Lane School
Barley Lane, Exeter, Devon, EX4 1TA
01392 430774
admin@barleylane.devon.sch.uk

Key Exam Information

Before Your Exam

☑ Arrive on time
☑ Wear your normal school uniform
☑ Eat breakfast if possible
☑ Listen carefully to instructions

During Your Exam

☑ Remain silent
☑ Raise your hand if you need help
☑ Follow the invigilator's instructions
☑ Stay seated until told you may leave

After Your Exam

☑ Leave all exam papers behind
☑ Remain silent until dismissed
☑ Check with staff if you have any concerns

Before the Exam

Examinations are conducted according to rules set by the **Joint Council for Qualifications (JCQ)** and the awarding organisations. These rules apply to all schools and are not set by Barley Lane School.

Students and families should read the separate **JCQ Rules and Regulations** booklet carefully. Additional Information is available at:

www.jcq.org.uk/exams-office/information-for-candidates/

If you are unsure about anything, please ask your teacher or the Exams Officer

Exam Day Information

Where Will Exams Take Place?



Most examinations take place in classrooms along the Secondary Corridor. Students with approved individual arrangements may sit examinations in smaller rooms elsewhere in school. This will be planned prior to each exam, so please ask your teacher.

Arrival Times

Unless told otherwise, students should arrive at school at the normal time.



Most examinations begin at **9:30 am**. If your examination starts at a different time, your teacher will inform you.

Important Information About Monday GCSEs



Some GCSE examinations that take place on Mondays may begin earlier than our normal school day on a Monday. If special travel arrangements are needed, staff will contact families in advance.

Uniform

Students should wear their normal school uniform for all examinations. No hoodies should be worn.

Equipment

Good news - school provides everything needed for examinations, including:

- Pens
- Pencil case
- Calculator
- Clear water bottle



Students do not need to bring equipment to school for examinations.

Candidate Information

Students will be given a candidate number which must be written on examination papers.

You must also write our centre number on all exam papers. This is 54217. This will be written on the board during all exams.

Food and Drink

Breakfast will be available as normal before school.

Food is not permitted in examination rooms.

Water will be provided during examinations.

Exam Timetables



Functional Skills

- Some students will take Functional Skills examinations during Autumn 2026.
- Additional opportunities may be available during the Spring Term.

Entry Level Certificates: Assessments take place throughout the year in normal classroom settings.
GCSE Examinations: Most GCSE examinations take place during the Summer Term.
Important Date: **GCSE Contingency Day: 23 June 2027** Students must remain available on this date.

Exam Room Rules

Items Not Allowed

Certain items are prohibited in examination rooms, including mobile phones and electronic devices.

If a student is suspected of carrying a mobile phone, staff may use a metal detector scanner in line with JCQ regulations.



Formal Examination Conditions

Formal examination conditions begin when you enter the room and continue until you are officially dismissed.

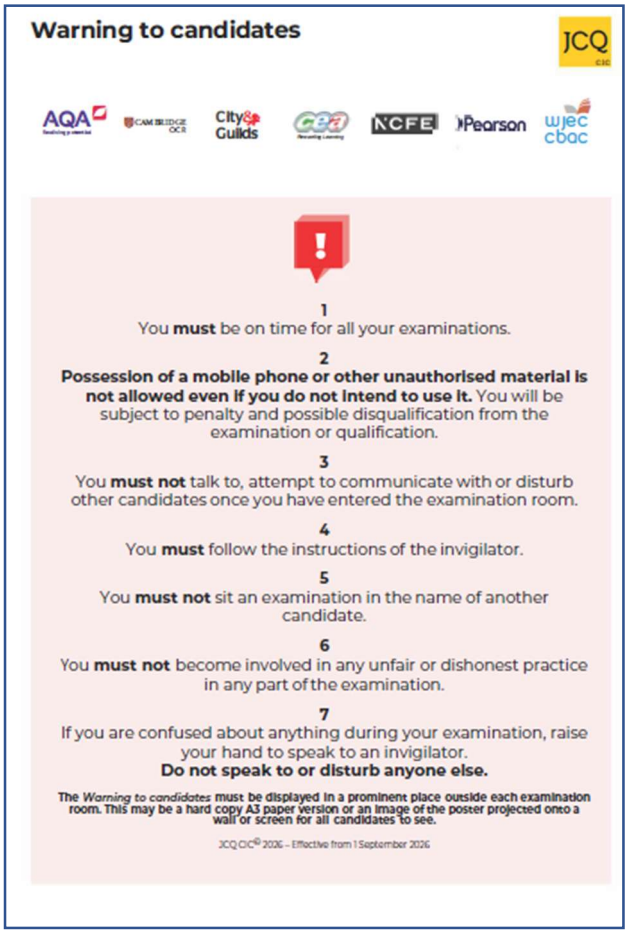
You Must:

- Remain silent
- Follow all invigilator instructions
- Work independently
- Raise your hand if you need assistance

You Must Not:

- Talk to other candidates
- Disturb others
- Share information
- Open the question paper before instructed

An invigilator will supervise every examination and their instructions must be followed at all times.



At the start of the Exam

Fill in the front of your exam paper when the invigilator tells you to do so. Do not open your question paper until you are asked to do so.

At the End of the Exam

- Remain seated and silent.
- Leave all papers and materials behind.
- Wait until the invigilator dismisses you.

Students may not leave the examination room unless authorised to do so.

What to Do If...

You Are Late

Come to school as quickly as possible.

Depending on the circumstances, you may still be able to sit the examination and receive the full allocated time.

You Feel Unwell

If possible, still come to school and attempt the examination.

If you become unwell during the examination, inform the invigilator immediately by raising your hand.

If illness prevents attendance, medical evidence may be required and you must visit a doctor on the same day. Please contact school as soon as possible.

You Miss an Examination

Missing an examination usually means no marks can be awarded for that paper, which may affect the final grade.

You Need the Toilet

Students should use the toilet before examinations begin.

No toilet breaks are permitted during the first 30 minutes of an examination.

If you need the toilet during the examination, raise your hand and wait for instructions. You will be accompanied by a member of staff.

The Fire Alarm Sounds

If the fire alarm sounds or the building needs to be evacuated:

- Follow all instructions immediately.
- Remain silent.
- Do not communicate with other students.
- Stay under examination conditions at all times.

Students will be allowed to resume the examination once it is safe to return.

You Have a Holiday Booked

Examinations cannot be rescheduled. Students must remain available for all examinations until the final examination contingency arrangements have passed, which is Wednesday 23rd July 2027. Year 11s will receive a letter about study leave in the summer term.

You Need Special Consideration

Special consideration may be available when performance is affected by circumstances outside a student's control, such as:

- Illness
- Accident
- Bereavement
- Significant personal difficulty

Please contact the Exams Officer immediately for advice. Please be aware that this can only improve your mark on exam day by 0-5%.

An inspector visits the school

Every year an inspector visits the school to check that the exams officer and invigilators are following all the rules carefully. They are not looking at you and they will do their best not to disturb you.

Access Arrangements

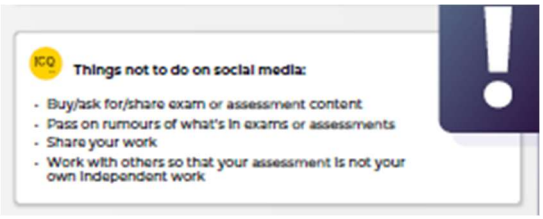
Access arrangements help students with identified needs access examinations without changing what is being assessed.

Staff monitor students' normal way of working throughout Years 10 and 11 to determine whether additional arrangements may be appropriate.

Students and families will be informed if additional access arrangements apply. Further information about access arrangements can be found in the JCQ rules and regulations pack.

Malpractice

Malpractice is any action that breaks examination rules. Examination boards are informed of malpractice and penalties can include disqualification.



Examples include:

- Talking during an examination
- Possessing unauthorised materials
- Sharing examination content
- Using social media to discuss examination questions

Plagiarism

Plagiarism is using someone else's words, ideas or work and presenting them as your own. This is considered malpractice and may result in penalties from the awarding organisation.

Certificates

- Functional Skills certificates will be kept safely in school and presented at the end of Year 11.
- GCSE certificates are normally received by school during November following the examination series.
- Students will be contacted with arrangements for collection or postage.
- Please Remember: If your address or contact details change after leaving school, inform the school as soon as possible.

Copyright

- **Candidate Ownership:** You own the intellectual property and copyright for original coursework, projects, and exam scripts you create.
- **Awarding Body License:** By submitting work, you grant the exam board (such as AQA or Pearson) a license to use, evaluate, and retain your material for grading and quality assurance.
- **Awarding Body Copyright:** The exam papers, mark schemes, questions, and model answers themselves belong strictly to the awarding body, not the candidate.
- **Access to Scripts:** You have the right to request and access your marked examination scripts through your school or college under standard access-to-scripts rules

Results Day

Functional Skills Results

Results are normally available approximately 3 to 4 weeks after the examination and your teacher will let you know your result.

GCSE Results

Year 11 students will be invited into school to collect results in person and discuss them with staff.

Results Day: 19 August 2027

If a student cannot attend, alternative arrangements can be made. Results can only be released directly to the student unless prior written permission has been given. Year 10 students will receive a phone call on results day informing them of their results.

Post-Results Services

In the JCQ information pack, you will find a poster explaining any options available to you after you receive your results. Please note, this poster was produced for Summer 2026 exams. If there are any changes to these services, we will make you aware prior to release of results.

We will also be in contact again during the summer term with more information about post-results services.

Privacy Information

To enter students for examinations, schools must share relevant personal information about students with awarding organisations including name, date of birth and gender.
Privacy notices can be found on the relevant examination board websites, including:
For all GCSEs taken at Barley Lane, we use AQA exam board: https://www.aqa.org.uk/privacy-notice/student-privacy-notice

For Functional Skills in English, Maths and Digital we use Pearson: https://www.pearson.com/privacy-center/privacy-notices.html
Please be aware that our complaints and internal appeals procedures are on our website under the Key Info and Policies tab.

Other Information

Please be aware that our complaints policy and internal appeals procedures are available on our website under the Key Info and Policies tab.