



**KING EDWARD VI
NORTHFIELD
SCHOOL FOR GIRLS**

Educational excellence for our City

Examinations

Student Handbook 2025-2026

Introduction

Dear Students,

This handbook has been produced to help prepare you for your forthcoming examinations. There are a number of rules and regulations that you **MUST** make yourselves familiar with. Please remember, most of these regulations are set by the Joint Council for Qualifications for the exam boards and must be adhered to.

Please ensure you read the rules and regulations included in this handbook.

Failure to adhere to the JCQ regulations may result in disqualification from your examinations.

If there is anything included in this handbook that you do not understand or if you have any questions about sitting your exams, please do not hesitate to speak to your subject teacher or myself.

Mr J Cashmore
Examinations Officer

A copy of this handbook and other useful documents are available on the school website under:
Home> Students> Exams

Things You Need to Know

Candidate Number

You have been allocated a 4-digit candidate number which is unique to you. This number allows the exam boards to identify you. You must write this number as well as your full legal name correctly on each exam paper that you sit to ensure your exams papers are marked correctly for you.

You will be able to find your candidate number on your exam timetable and nameplate on your desk.

Exam Timetables

Timetables will be printed out and handed to you. You MUST check your timetable very carefully. If there are any mistakes, i.e. incorrect name, exam or tier entry etc you MUST inform the Exams Officer immediately. Mistakes that are not spotted at this stage could mean that you sit the wrong exam or your certificate is printed with the incorrect name on.

Please check each exam date and time carefully. If there is an exam on the list that you were not expecting or an exam missing from your timetable you MUST inform your subject teacher or Exams Officer immediately.

Seating Plan

The exam seating plan will be on the wall by the small canteen, your seat number will also be on your exam timetable. Letters and numbers will be on the walls in the Sports Hall for you to find your seat easily and quickly.

Exam Times

- Morning exams start at 9.30am.
- Afternoon exams start at 13.30pm

Late Arrival

If you arrive to school late, please register at attendance and then make your way to the exam location.

If you arrive more than 30 minutes late, the exam board will need to be notified and they will make the decision as to whether you are allowed to sit the exam.

You are responsible for checking your exam timetable is correct.

Location of Exams

Most exams will take place in Sports Hall, however some exams will take place in alternative rooms. Please check your timetable to ensure you know which room your exam is being held in. If you do not know where the room is, please make time to find out before the date of the exam. You can speak to the exams officer at any point if you have any questions.

You must not enter an exam room until instructed to do so by a member of staff or an invigilator.

Please ensure you are sitting at the correct desk to avoid sitting an incorrect exam paper or being marked as absent.

School Uniform

You must wear your full school uniform to all examinations. This includes correct footwear. If you have any issues with your uniform, you must speak to a senior member of staff before your exam.

Absence from Examinations

You must attend all examinations on your timetable. Simply misreading your timetable is not an acceptable explanation for absence. If you are ill on the day of your examination, please refer to “What to do if you are ill” section of this handbook.

If you are absent from an examination, you will NOT be able to take it at a later date.

Banned Items from Exam Rooms

We cannot stress enough the importance of not bringing into an exam room any unauthorised material or equipment.

Examples of this are: notes, bags, mobile phones, watches or smart watches, ipods/MP3 players and calculator cases.

We strongly advise that you do not bring any of these items into school with you at all. This will ensure that you do not accidentally bring unauthorised items into an examination room. Also, the school cannot take responsibility for items that are handed in before an exam that become lost or damaged.

IF A MOBILE PHONE, WATCH, IWATCH OR ANY OTHER FORM OF ELECTRONIC COMMUNICATION DEVICE IS FOUND IN YOUR POSSESSION DURING AN EXAM, EVEN IF IT IS TURNED OFF, THE DEVICE WILL BE TAKEN FROM YOU AND A REPORT WILL BE MADE TO THE APPROPRIATE EXAM BOARD WITHOUT EXCEPTION.

The MINIMUM penalty imposed by the exam boards for a device found on you is DISQUALIFICATION from the exam.

Cheating/Malpractice

If you are found to be cheating in any way during an exam, you will be reported to the exam board without exception. Cheating means doing anything that is against the rules that are stated on the Notice to Candidates which is included in this handbook and will also be displayed outside every exam room.

No writing on your hands is allowed and no Henna is allowed during exams.

Conduct in the Exam Room

You must be silent from the moment you enter the exam room until the moment you leave.

If you require assistance from an invigilator, you must raise your hand and wait for an invigilator to arrive at your desk. You MUST NOT call out, even if they have not seen you immediately.

If you need to leave the room to visit the toilet you will be escorted from your desk to the toilet.

You must not write or draw on exam desks, this will be regarded as vandalism and you may be asked to pay for any damage. This may also be considered to be cheating.

You will not be allowed to leave the exam room early, even if you have finished your work.

End of the Exam

You must stay seated and silent until the invigilators have collected all the exam papers. You will be dismissed from your desks one row at a time and any items handed in will be returned to you as you leave the room.

You MUST remain silent until you have left the room.

Please remember that other exams may still be in progress either in that room or other rooms in the building. Please do not congregate outside exam rooms to talk to your friends.

Special Consideration

If you feel that your performance has been affected by an event or injury, for example bereavement or an accident, we can make an application for Special Consideration which is a post-examination adjustment. If, after an exam, you feel you have good reason to apply for Special Consideration, you must contact the exams officer without delay. There are many rules to be considered when applying for Special Consideration and only genuine cases will be pursued and any adjustments deemed necessary will be the decision of the examination boards and not the school.

Access Arrangements, Rest Breaks & Extra Time

Some students qualify for extra help in exams, these are called Access Arrangements. This can be in the form of Extra Time, A Reader Pen, Rest Breaks, Different Coloured Paper, A Word Processor and more. Ms Campbell and the SEN department monitor all students and decide if anyone should need Access Arrangements. They are not just given out lightly, they usually require several years' worth of observation and assessment and should be the normal working way of a student. You should know if you require Access Arrangements, if you do not, please contact Ms Campbell or Ms Brown. These students are often sat behind the Blue Curtain in the Sports Hall but may sometimes also require separate rooms.

Rest Breaks have changed considerably, a Rest Break is a supervised short break where the exam is paused for a student, this is to help the student compose themselves, calm down, focus and reset. A Rest Break must not be used within the first 10 minutes of an exam, only 3 can be used per hour and up to a maximum of 5 per exam, but the total number of Breaks available is determined by how many each pupil used during their mocks, this is part of our evidence of need. They must last no longer than 4 minutes at a time. The student should put up their hand and an Invigilator (often, Mr Cashmore) will take them outside to commence the rest break. When the student comes back in, the exam will resume and the break time is added back on to the end of the exam. Again, you should know if you are eligible for Rest Breaks, they are not just given to anyone, there should be

medical/assessment evidence or be your normal way of working. **A letter from a Doctor is not enough to entitle you for any Access Arrangements.** If you are unsure, please ask Ms Campbell or Ms Brown.

Exams Checklist

- Check the time of your exam.
- Check the location of your exam.
- Check where you are sitting.
- ALL bags and coats MUST be left in the disabled toilets outside the Sports Hall.
- Please do not bring any valuables to school, as the school cannot accept any responsibility for anything damaged or lost.
- Phones and watches – Students must NOT have mobile phone or watches on their possession in the exam room. You MUST SWITCH OFF all mobile phones and hand to the invigilator or member of staff, in exchange for a raffle ticket which you will use to reclaim after the exam. REMEMBER – if an unauthorised item is found on your person during an exam, you face disqualification.
- Stationary – You should bring two BLACK ball point pens, a pencil, a rubber and any other equipment that is required for you to complete your exam, for example a calculator, protractor etc. Do not rely on the school to provide these for you, as there may not be enough for everyone. Only CLEAR pencil cases are allowed into the exam room.
- Only clear plastic water bottles are allowed in the exam room, with label removed.
- Highlighters can be used for you to highlight questions but MUST NOT be used within the answer's sections.
- Calculators are only to be used when the exam paper allows and lids must be removed. If you accidentally bring your calculator lid into the exam, please raise your hand and hand it to an invigilator. All data must be deleted before coming into the exam room.
- ALWAYS write within any margin lines on the exam paper. When papers are scanned by the exam boards, any work written outside of the margins may not be picked up.
- DO NOT doodle, colour in or draw on your exam paper, unless it forms part of your answer.
- Exam boards reserve the right not to mark papers that have been defaced If you write any swear words on your exam paper, the exam board can refuse to mark your paper.
- No food, including chewing gum, is permitted in the exam room. If you have any special requirements due to health issues, please see the Exams Officer before the exam.
- Make sure you eat a good healthy breakfast before your exams to help you concentrate!
- If you need to go to the toilet during an exam, you must raise your hand and wait for an invigilator to arrive at your desk. You will be escorted to the toilet by an invigilator or a member of staff.
- You MUST check before you start the exam that you have been given the question paper that you were expecting to be sitting. If you think it is incorrect, you MUST raise your hand and notify an invigilator immediately. We cannot give you extra time if you realise half way through the paper.
- If you feel ill during an exam, please raise your hand and notify an invigilator.
- Lastly, Stay Calm!

What To Do If You Are Unwell On The Day Of An Exam

If you fall ill on the day of an exam and you feel you are unable to attend, it is VITAL that you call the school first thing in the morning on 0121 464 8346 to inform us.

In many circumstances we may be able to put an alternative arrangement in place to enable you to still sit your exam. You will not be able to sit your exam on another occasion under any circumstances.

If you are definitely unable to attend, you will need to provide a letter from your doctor / hospital to enable us to request Special Consideration for you.

Enquiries About Results

If, once you have received your results, you wish to submit a query about a grade, you will need to firstly speak with your subject Head of Department as soon as possible. They will be able to offer you advice on your next step.

If the teacher feels it would be worth pursuing an enquiry or a Review of Marking, the school will fund this. If however you disagree with this advice and you wish to pay for an enquiry or Review of Marking, you would need to fund this yourself and payment would need to be received before we make the application on your behalf.

Fee information will be available to you on Results Day.

Please note that before any enquires are made to exam boards, you MUST complete a Candidate Consent Form and it must be returned to us before the deadline specified. You will receive a copy of this on Results Day.

Results Days:

GCSE: Thursday 20 August 2026

Contingency Days

This has been put into place in case any exams are severely disturbed or cannot take place due to a major incident.

Below you will find the information published by the JCQ and useful links for further information.

Contingency Planning

The qualification regulators, JCQ and government departments responsible for education have prepared and agreed information for schools and colleges in the event of examinations being seriously disrupted. This jointly agreed information will ensure consistency of response in the event of major disruption to the examinations system affecting significant numbers of candidates.

The awarding bodies have therefore introduced two contingency sessions. These are on Wednesday 10th June 2026 and Wednesday 24th June 2026 as contingency days for examinations. This is consistent with the qualification regulators' document Exam system contingency plan: England, Wales and Northern Island.

In the event of the Contingency Day being required, all Year 11 pupils are to ensure they remain available up and until 24th June 2026.

STAY CYBER SAFE!



Schools and colleges have a critical role to play in maintaining cyber security

Here's what you need to do protect your data:

USE STRONG PASSWORDS These are your first line of defence.	NEVER SHARE YOUR PASSWORDS Keep these a secret.
<ul style="list-style-type: none">Always use a strong unique password for each accountAdopt a creative approach to password creation e.g. using 3 random wordsNever use easily guessable passwords e.g. birthdays, common wordsNever use the same password	<ul style="list-style-type: none">Keep any passwords or authentication codes to yourself, never share theseNever note your passwords on material that others can access e.g. post it notesAlways log out of any accounts used on shared devices
STAY ALERT Watch out for phishing attempts.	ADD AN EXTRA LAYER OF PROTECTION Activate authentication.
<ul style="list-style-type: none">Be wary of unsolicited or unexpected emails, messages or phone calls - particularly if they are asking for account credentials or personal informationNever approve or authenticate a login request that you did not initiateDo not click on suspicious links, download attachments or scan QR codes from unknown sourcesIf in doubt, certify the authenticity of any communication by contacting the organisation directly through official channels	<ul style="list-style-type: none">Activate two-step/two-factor verification or multi-factor authenticationNever share these details with others



Always stay alert

for further advice and guidance - download JCQ's 'Guidance for centres on cyber security'



AI and Assessments

A quick guide for students



What is AI?

- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased



How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

THIS IS CHEATING!

How do I make sure I don't misuse AI?



1 Know the rules

- You're **not allowed** to use AI tools when you're in an exam
- Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
- Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work

2 Reference reference reference!

- If you're allowed to use AI tools, you must reference them clearly
- Name the AI tool you used
 - Add the date you generated the content
 - Explain how you used it
 - Save a screenshot of the questions you asked and the answers you got

3 Declare it's all your own work

- work** – When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references

What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

DON'T RISK IT!



REMEMBER
Misusing AI is cheating!

Know the rules
Talk to your teachers
Reference clearly

And Finally...

Good Luck!



A hand-drawn style message 'Good Luck!' is written in black ink. The text is slanted upwards from left to right. A simple line drawing of a smiley face is positioned below the text, consisting of a circle with two dots for eyes and a curved line for a smile.