



Exam guide for Students

Gosford Hill School wants exams to run smoothly for all our students. There are a number of rules and regulations which are set by Examination Boards that you must be aware of and adhere to. The School is required to ensure that the regulations are followed.

Please read the booklet carefully so you are aware of these procedures and regulations. The information in this booklet applies to all of your exams, including mock examinations.

1. Before your exams

- **Dates and times of exams** Before any public exam period you will receive your individual candidate timetable for your exams. Please check your timetable carefully. Check each exam and tier of entry and ensure everything is correct on your timetable.
- **Seating plans/Examination venues** Seating plans for all exams will be displayed on the Drama corridor windows. All students should check their room and seat numbers before they go into the exam room.
- **Candidate Number/Centre Number** All candidates are given a four-digit number which can be found on your desk. You will have to enter it on all answer booklets. You will also need to enter the School centre number on all your exam answer booklets.

The School centre number is **62235** and is always displayed in each exam room.

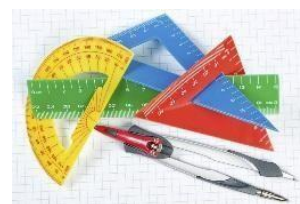
You should enter the exam room in complete silence.

2. Uniform / Dress code

- All students must wear full uniform to all exams.

3. Bag, Coat and Equipment

- You will be instructed by the staff where to put your bags and coats.
- You should bring a black ink pen or biro (not gel pen or erasable pen) pencil, rubber and any other allowed writing or mathematical equipment in a completely transparent bag or pencil case (with no logo or pattern). Calculators should be without a cover or case.
- Pockets should be emptied of keys, money and paper.



4. Mobile Phones and other Electronic equipment

- **All mobile phones must be switched off and placed in your bag - they are not allowed in the exam room - if you have a phone on your person during an exam this may result in disqualification.**
- Any unauthorised materials or equipment e.g. iPods, MP3/4 players, pen drives, wrist watches, papers and notes must not be taken into the exam room. You should only bring the equipment required for the exam **Possession of unauthorised material is breaking the rules and you will be subject to penalties and possible disqualification.**

5. Conduct in the Examination room

- You are only allowed to take water into the exam room in an unlabelled clear bottle. Chewing gum and any other food and drink are not permitted.
- As soon as you enter the exam room you are under exam conditions. You must not communicate in any way with any of your fellow students. If there is any communication between students, it may be assumed they are cheating.
- You must ensure you sit at the correct desk to ensure you complete the correct question paper. If you need assistance, put up your hand and wait for an invigilator to attend to you.



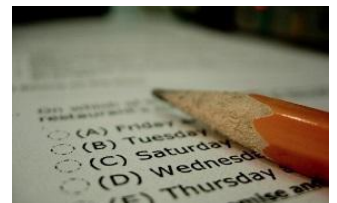
Once you have entered the exam room, you have to be escorted at all times if you need to leave (for example if you need the toilet or feel unwell).

- Listen carefully to instructions and notices that are read out by Invigilators – there may be amendments to the exam paper that you need to know about. Before you start, check that you have the correct question paper and tier of entry. Read through the instructions on the front of the exam paper before starting the exam and make sure you are clear which questions you are required to answer.
- Invigilators cannot help you with any questions in your exam paper nor advise you on the time you should spend answering a question. If you have any other queries don't be afraid to put your hand up and ask for assistance
- Please do not write on exam desks or write or draw anything other than exam answers in your answer booklet. If anything inappropriate is written on an exam paper the Exam Board can refuse to mark your script.



6. End of the exam

- If you finish before the time allowed for the exam, carefully check all your answers. Make sure your name and candidate number are on every piece of paper used. At the end of the exam all work must be handed in. Remember to cross through any rough work you do not want to be marked.
- Invigilators will collect your exam papers before you leave the exam room. If there is any communication with other students it may be assumed they are cheating. You will be dismissed from the exam row by row and you must remain in complete silence until you have left the exam room.



7. Social media

- Be very careful of sharing any information about exams on social media. The inappropriate sharing of information could disqualify you.

8. Lateness and Absence from Examinations

- If you arrive late at school, report to the school reception. You may still be allowed to sit it at the school's discretion. You will be given the full time allowed but no extra time.

- If you are absent from school your parent or carer should contact the school absence line as soon as possible. A medical certificate may be requested.

9. Emergency evacuation

- In the event of an emergency, for example a fire evacuation, the following must be carried out in complete silence: You must stop writing and remain seated and listen to the instructions from an invigilator. You will be told by an invigilator when to leave and where to assemble. All papers will be left on your desk.

10. Exam tips for the day of your exam

- Eat a good breakfast/lunch
- Ensure that you have the correct equipment
- Make sure you know where your exam is being held and what time it starts
- Give yourself plenty of time to get there
- Go to the toilet beforehand
- Read all the instructions carefully before starting the exam and ask the invigilator if anything is unclear
- Read through the questions before you start writing and make sure you are clear as to which questions you are required to answer
- If you are stuck on a question, move onto the next. You can always come back to it later
- Plan how much time you will need for each question
- Never leave a question unanswered. If you are really stuck, try to have an intelligent guess

Drawn from JCQ guidance 2026 The full version of this information is on the school website
<https://gosford-hill.oxon.sch.uk/information-for-parents/exam-information/>

11. Results Day

- GCE/AS/L3 13th August 2026
- GCSE/L1&2 20th August 2026
- For more information on our Post Results services please read the Post Results service document on our website or ask for a copy from the Exams Office