



The Ramsey Academy

Examinations Guide for Students and Parents

2026/2027

Centre number

16517

Exams Officer: Mrs Alison Ancient

aancient@ramseyacademy.com

Exams office: examsoffice@ramseyacademy.com

Table of Contents

INTRODUCTION	4
RAMSEY EXAMS 2026/2027	5
GENERAL INFORMATION	6
STATEMENT OF ENTRY	6
CANDIDATE NUMBER:.....	6
TIMETABLES	6
EQUIPMENT	7
DRESS CODE	7
WARNING POSTERS	7
Unauthorised Items poster	8
Warning to Candidates poster	9
THE EXAM DAY	10
LOCATION OF EXAMS.....	10
AVOIDING MALPRACTICE.....	10
TIMINGS	10
Mock exams	10
GCSE exams.....	10
PUNCTUALITY.....	10
BEHAVIOUR.....	11
INVIGILATORS.....	11
FEELING UNWELL/ACCIDENT OR INJURY/FAMILY EMERGENCY?	11
AT THE END OF THE EXAM.....	12
RESULTS AND CERTIFICATES	13
TIPS FOR PREPARING FOR YOUR EXAMS	13
Exam Day check list.....	14

INTRODUCTION

At The Ramsey Academy we aim to provide a calm and focussed approach to taking exams, whether it be Mocks or GCSEs, where each candidate has all the information needed and everyone has a level playing field. We understand that this can be a stressful time for students, so we are here to help make the process run as smoothly as possible.

Please read this entire booklet carefully so that you are fully prepared for what to expect during the exam season. There are set rules and regulations to follow from JCQ (Joint Council for Qualifications) which must be adhered to, and these will be summarised in this booklet.

If at any point during the academic year, you or your parents have any queries with regards to your exams, please do not hesitate to call Mrs Ancient in the exams office or email aancient@ramseyacademy.com or examsoffice@ramseyacademy.com

There is also useful information on the school website under Parents/Exams which is regularly updated throughout the year. You can find all the latest information from JCQ regarding exam regulations here, and we strongly recommend that you familiarise yourself with these documents.

You can also find all the JCQ information for candidates in the link below:

[Information for candidates documents - JCQ Joint Council for Qualifications](#)

Each exam is undertaken through an Examination Board (awarding body) and there are links below which would be useful to look at for further information:

AQA (*English, French, Spanish, Religious Studies, Geography, Physical Education*)

<https://www.aqa.org.uk/student-and-parent-support>

Pearson Edexcel (*Maths, Biology, Chemistry, Physics, Combined Science, Art, 3D Design, Drama, Health and Social, Dance*)

<https://qualifications.pearson.com/en/support/support-for-you/students.html>

OCR/Cambridge Nationals (*History, Music, Creative iMedia, Sports Studies*)

<https://ocr.org.uk/students/>

WJEC Eduqas (*Food Nutrition and Preparation*)

<https://www.eduqas.co.uk/home/student-support/>

RAMSEY EXAMS 2026/2027

YEAR 11

Internal Examinations (Mock exams)

- 9th November 2026 to 26th November 2026
- 22nd February 2027 to 6th March 2027

Please note! Dates of Internal Exams (Mock exams) are subject to change.

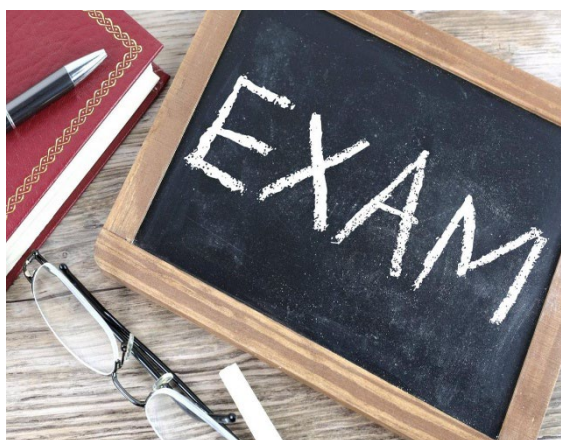
SUMMER 2027 JUNE SERIES GCSEs

Wednesday 5th May 2026 to Friday 18th June 2027 – the timetable is available to view on the school website.

Contingency Sessions/Day - Wednesday 23rd June 2027

What is a Contingency Day?

A contingency day is a pre-scheduled date set aside for exams to be held if an unexpected, significant disruption occurs on the originally planned date. These days act as a backup to accommodate exams that cannot proceed due to **unforeseen national or local issues**, such as extreme weather, public holidays, or exam security breaches, ensuring the exam process can still be completed fairly.



GENERAL INFORMATION

STATEMENT OF ENTRY

At the beginning of each year, the Exams Officer will enter each candidate for all their exams through each specific exam board. This is done using the information that we hold for you on record at school.

*Please note that your **legal** forename and surname will appear on **all** your exam timetables, seating plans, results, and certificates.* If you have questions regarding this, please contact Mrs Ancient.

You will receive a statement of entry at the beginning of 2027. This will show you which exams you have been entered for and at what level (higher or foundation). Please check this carefully and advise your tutor, head of year or the exams office of any errors.

CANDIDATE NUMBER:

Each candidate will be given a 4-digit examination number which you will keep throughout the entirety of the exam season. This must be written on all exam papers, and it is recommended that you remember it, however, you will have an identification card on your desk for each exam which will have your candidate number and details on it.

TIMETABLES

Prior to the start of Mock exams or the GCSE exams, you will receive a general timetable which will also be available on the Exams Information board outside Student Services and on the school website.

In the GCSE exams it is possible that you may have an exam clash. Please inform your tutor, head of year or the exams office as soon as possible so that we can make alternative arrangements. Clashes are resolved according to the JCQ guidelines and may be moved to an earlier or later session, or both exams taken in the same session. This may result in you having to sit two or three exams in one day and having to spend time between examinations under centre supervision.

EQUIPMENT

What will you need?

- A clear pencil case containing **black** ballpoint pens (no gel or erasable pens), sharpened pencils, ruler, rubber, coloured pencils (if necessary), and a scientific calculator for exams where this is allowed. You will also need additional equipment for your maths exams e.g., compass, protractor.
- For exams that require a calculator, ruler or protractor, these items will be placed on your desk before the exam.
- You may use your own calculator; however, you must ensure that the stored memory has been cleared before entering the exam room.
- You may bring a bottle of water into the exam room; this must either be in a transparent reusable bottle or a clear plastic bottle with the label removed.
- It is our centre policy that food is not allowed in the exam room, however, should there be a medical need, please contact the exams office for further information.



DRESS CODE

All students **must** be in **full** school uniform for **all** their exams. Students will be allowed to remove blazers once in the exam room but should enter the room with them on.

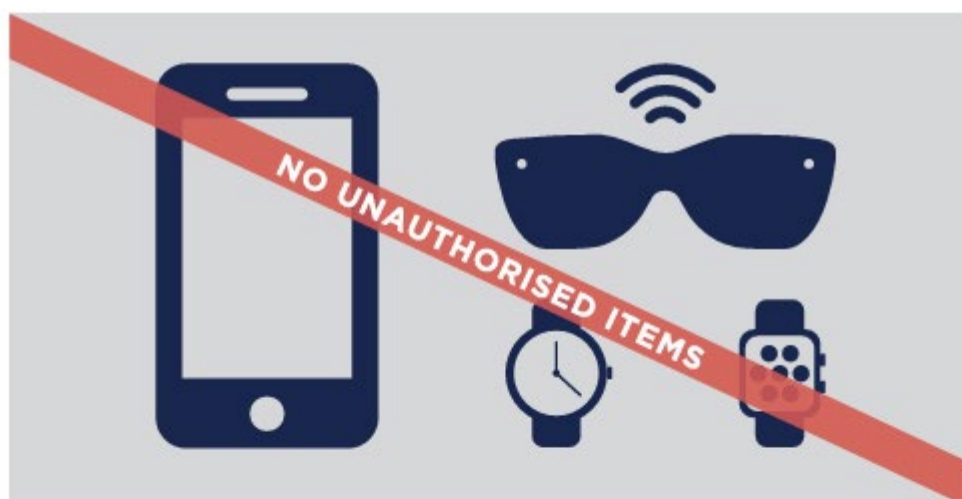
WARNING POSTERS

Please familiarise yourself with the posters on the following pages before the exam season begins. They will be displayed outside each exam room, and it is important that you have read them.



**NO MOBILE PHONES
NO SMART GLASSES
NO WATCHES**

NO STORAGE OR WEB-ENABLED DEVICES



Possession of unauthorised items
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.

Warning to candidates



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 examination or 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 during your examination, raise your hand to speak to an invigilator.

Do not speak to or disturb anyone else.

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.

JCQ CIC® 2026 – Effective from 1 September 2026

THE EXAM DAY

LOCATION OF EXAMS

Exams are held in various rooms around the school.

On the morning of your exam, you will need to check the seating plans which will be displayed on the Exams Information Board in Student Services. Check which room you are in and what your seat number is.

For practical exams, check with your subject teacher where these will be taking place.

Fifteen minutes before the start of the exam, you should drop off your in the designated area and then line up outside in the triangle according to your room and row number, where you will wait in silence until instructed to enter the exam room. If you are in a smaller room, you will line up outside the room.

AVOIDING MALPRACTICE

You **MUST** empty all your pockets of **everything** except your necessary equipment and place your bags in the following areas depending which exam room you are in:

You **MUST** ensure that your mobile phone is in your pouch and stored in your bag.

If you are caught during an exam to be in possession of any notes, your mobile phone or any other electronic device or prohibited item, it is construed as malpractice, and we will have to report it to the exam board. The exam board will then make a decision whether to issue a warning, deduct marks from the exam paper, or disqualify you from the exam.

TIMINGS

Mock exams will start at the beginning of periods 1 and 3. Please ensure that you are ready and lined up 10 minutes before the start time of the exam. If your exam starts after break or lunch, please ensure that you leave break/lunch 10 minutes early so that the exam can start on time.

GCSE exams start at 9:00am for the morning session and 1:00pm for the afternoon session. You are required to be lining up at least 10 to 15 minutes before the exam.

PUNCTUALITY

It is highly important that you are not late for your exams. All exams must start promptly, and it will be at the school's discretion whether late comers will be allowed to enter the exam room and sit their exam. Please note that JCQ regulations state that students arriving more than one hour after

the official start time of an exam that lasts one or more hours will need to be reported to the exam board as a Very Late Arrival. The exam board may decide to award a mark of zero in this instance.

BEHAVIOUR

- Students are expected to display good behaviour outside and inside the exam rooms.
- When instructed, students should enter the exam room in silence and move directly to their seat.
- Under no circumstances should students attempt to communicate with another student *in any way* while in the exam room – under JCQ regulations, this could be construed as malpractice and would have to be reported to the exam board.
- Any student that causes disruption in the exam room will be removed and potentially disqualified from the exam.
- DO NOT graffiti on the exam tables – these will be checked after each exam and any student found to have been writing on tables will be required to remove the graffiti. If the graffiti cannot be removed, this may incur a charge to the student or their parents/carers.
- DO NOT graffiti/doodle on your exam papers – the exam board may not accept your script.

INVIGILATORS

The Ramsey Academy provides invigilators for all exams to ensure that the JCQ Instructions for Conducting Exams are followed and that our students are fully prepared by the time they sit their GCSEs. Like all members of staff, we expect all students to show respect towards our invigilators and to listen to and follow the instructions given by them.

It is important to listen to **all** the instructions read out to you by the invigilators at the beginning of the exam and to also check that you have the correct exam paper and tier in front of you when instructed to.

If you have any queries or problems during an exam, please raise your hand quietly and an invigilator will come and help you.

Should there be a fire alarm during an exam DON'T PANIC – close your paper, remain seated, and wait quietly for the invigilator's instructions.

FEELING UNWELL/ACCIDENT OR INJURY/FAMILY EMERGENCY?

- Ring the school immediately if you are ill or unable to get to your exam on time.
- If you feel unwell during an examination, tell an invigilator immediately. Do not call out – a hand in the air will be noticed. You may not leave the exam room alone.
- Please note that only you can decide whether you are too unwell to sit an exam. The school or the exams office cannot make the decision for you.
- If you have problems immediately before or during the examination period, i.e. Family problems, accident, injury, illness, please tell your tutor, head of year, pastoral manager or

Mrs Ancient in the exams office. Special consideration may be requested from the exam Boards if there is a problem. Medical evidence will be required where possible/applicable.

AT THE END OF THE EXAM

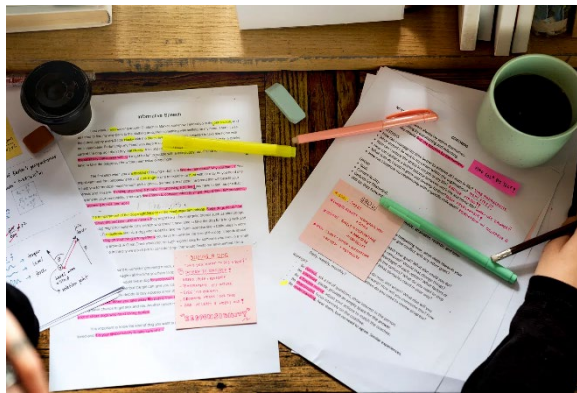
When the invigilator announces that the exam is over, you must stop writing immediately and put your pen on the desk. You should then sit in silence while the invigilators collect the examination scripts. DO NOT attempt to communicate with another student while you are waiting – you are still under exam conditions.

Once the invigilators have collected all the scripts, they will dismiss you row by row. Please leave the exam room in complete **silence** as there may be students who are entitled to extra time and are still busy with their exam.

Collect your bags quietly and immediately leave the area outside the exam room to avoid causing a disturbance to other students.

RESULTS AND CERTIFICATES

Results Day 2027 is on Thursday 19th August 2027. More information will be given to you regarding results day and issuing of certificates closer to the time. Please note however, when you receive your results, you should check carefully that they have spelled your name and surname correctly as this is how it will appear on your certificates. Remember, this will be the legal name that we hold on record for you.



TIPS FOR PREPARING FOR YOUR EXAMS

1. Start revising early – i.e. months, not days before the exam.
2. Plan your revision using a timetable. Ensure it is realistic.
3. Customise your notes to make them more personal.
4. Make sure you understand everything – if not, ask your teacher.
5. Set up a nice quiet and tidy study space.
6. Vary your revision with different activities.
7. Stick revision notes all around your house.
8. Do lots of practice papers and questions.
9. Take regular, short breaks about every 45 to 60 minutes.
10. Keep your phone and other distractions away.
11. Don't just read your notes, write them down.
12. Take your revision with you wherever you go.
13. Sleep and eat properly.
14. Set aside time to do fun things.

Useful information for dealing with exam stress: <https://www.youngminds.org.uk/young-person/coping-with-life/exam-stress/#Dealingwithexamstress>

Exam Day check list



On your exam day

This checklist will help you to be as prepared as possible for your exams so that you can focus on doing your best on the day.

Before sitting your exams, ensure you know:

- ☐ the date, time and location of each of your exams. You might find it helpful to write this information in a calendar or planner.
- ☐ who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam.

What you cannot take into your exams:

- ☐ any type of phone
- ☐ revision notes
- ☐ any type of watch (this includes analogue, digital and smart watches)
- ☐ smart devices (e.g. Airbuds, smart glasses or tablets)



What you will need:

- ☐ a clear pencil case
- ☐ at least two black ink pens – blue pens are **not acceptable**
- ☐ an approved calculator for relevant exams
- ☐ appropriate apparatus, such as a ruler or protractor, for relevant exams
- ☐ a clear water bottle if you wish to take one in. It **must not** have a label



Other important information:

- ☐ Listen carefully to the invigilator's instructions, which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator to respond.
- ☐ Fill in your details on the front of your answer booklet.
- ☐ If you need an additional answer sheet, raise your hand and wait for an invigilator to provide one. Remember to add your details to this sheet.
- ☐ If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator to escort you from the exam room.
- ☐ Remember to stay silent – talking to a fellow candidate could result in disqualification from all your exams.

Contingency sessions:

- ☐ There are contingency sessions within the Summer 2026 exam timetable on the morning and afternoon of 24 June 2026. Make sure you are available on 24 June 2026.

If you have any questions about your exams, please ask your teacher or exams officer.



You can also find useful information about preparing for exams at www.jcq.org.uk/exams-office/information-for-candidates-documents

EFFECTIVE FROM 1 SEPTEMBER 2025