Brayton Academy

Exams Handbook

Updated October 2026

Statements of Entry – External exams only

You will receive a copy of your Statement of Entry prior to each external exam period. It is very important that you check it carefully, you need to check that all your subjects are listed and that all your personal details are correct (particularly the spelling of your name, as this is how it will show on your certificates). If there are any mistakes, you must notify the Exams Officer straight away.

Students will always be entered for exams using their legal name and this is what must be used when you fill out your details on your examination papers.

Times

January BTEC – exam takes place on 15 January 2027

Summer exams 2027 - BTEC exam 5 May (resits only), GCSE from 11 May to 18 June.

Please be aware that some exams will fall into the June half term holidays.

The exam boards have set Wednesday 23 June as a contingency day and **you must be available to sit exams**, just in case they need to invoke the contingency plan.

Unless it states otherwise on your timetable, these are the exam start times:

Morning exams	9.30am
Afternoon exams	1.00pm

Booster sessions

Booster sessions are held before each external exam. Exam Preparation Lessons (EPLs) are held the evening before some exams from 2.30pm to 3.30pm, these have been arranged to ensure that you are fully prepared

You will receive a Booster Session Timetable at the same time as you receive your exam timetable.

If booster lessons are scheduled for mock exams, you will be informed.

Exam Clashes – external exams

If you have more than 1 examination scheduled for the same time, you will be contacted by the Exams Officer and told what arrangements have been made for you to sit these exams. If you have any concerns, please get in touch.

Personal Belongings

Coats and bags will be stored in the changing rooms outside the Sports Hall during external exams and at the back of the Sports Hall for mocks (unless told otherwise). If you are in one of the small rooms, you will be shown where to leave your belongings.

Wrist watches, mobile phones, smart watches, smart glasses or other internet enabled technology are not permitted in the examination and **must** be left with your belongings.

If you still have unauthorised items in your possession when you enter the exams room, please let an Invigilator know, so they can collect them from you and keep them safe until the end of the exam.

Please ensure that all belongings are removed from blazer pockets before you enter the exam room.

If you are caught with any unauthorised items in your possession after the Invigilator's notice has been read out it will be treated as malpractice and in an external exam, will be reported the exam board. You could be disqualified.

Equipment

Students are responsible for providing their own equipment for all exams. All stationary must be in a transparent pencil case or a see-through clear bag. All students will require the following:

- Black pen (advisable to have a spare just in case) – **you must only write in black ink**
- Pencil
- Pencil sharpener
- Eraser
- Ruler
- Calculator (if permitted)
- Mathematical equipment (protractor etc. Compass' and tracing paper are provided by school)

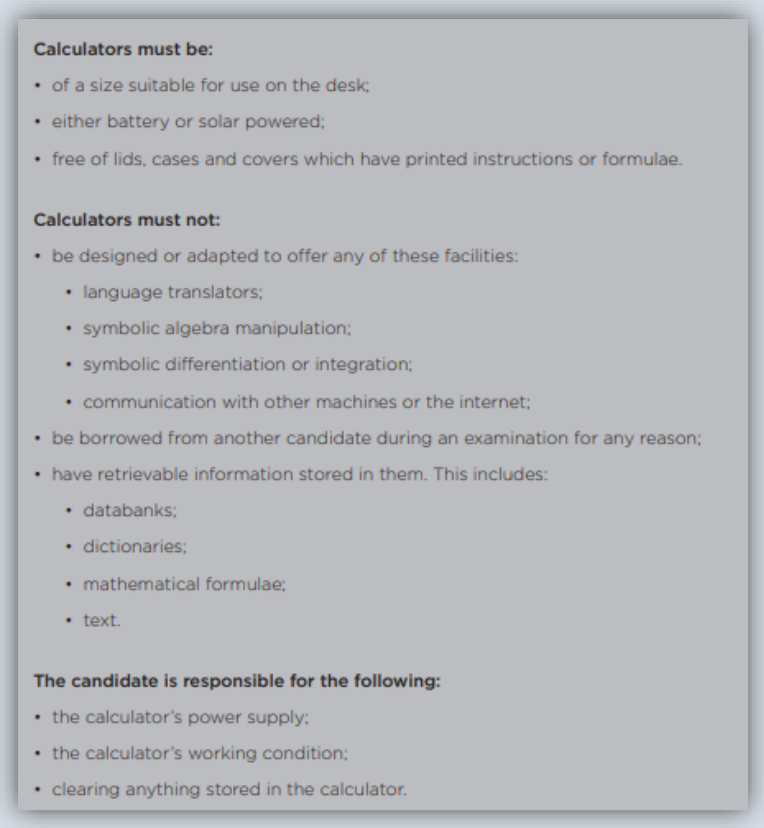
Highlighters are permitted but must only be used in the questions, not in your answers.

Gel pens and fountain pens must **not** be used, as the ink bleeds through the paper and the examiner may not be able to read your answer.

Students must not attempt to borrow equipment from another candidate during the exam, as this will be seen as malpractice and could result in you being disqualified.

Calculators

Students may use a calculator in exams unless it specifically says on the front of the exam paper that they are not permitted. Students are responsible for ensuring that their calculator complies with the regulations:



Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers which have printed instructions or formulae.

Calculators must not:

- be designed or adapted to offer any of these facilities:
  - language translators;
  - symbolic algebra manipulation;
  - symbolic differentiation or integration;
  - communication with other machines or the internet;
- be borrowed from another candidate during an examination for any reason;
- have retrievable information stored in them. This includes:
  - databanks;
  - dictionaries;
  - mathematical formulae;
  - text.

The candidate is responsible for the following:

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator.

Conduct During Exams

All students must arrive at the exam room on time and in silence.

Normal dress code applies, and you must wear full school uniform.

You must follow the instructions of the Invigilator at all times. You are under exam conditions from the moment you enter an exam room and are not permitted to leave the room unattended until you are dismissed.

If you need any assistance, you should raise your hand and wait for an Invigilator to come to you.

You must not communicate or distract any other student while in the exam room. Do not turn around, always face the front.

You must not open your question paper or begin writing until told to do so.

Do not graffiti or write offensive comments on your examination paper, as the exam board may refuse to mark it.

Question papers, answer booklets and additional paper must not be removed from the examination room.

Please do not write on the desks, as this is vandalism, and you will be invoiced for the damage you cause.

Water is permitted in the exam room but must be in a transparent bottle with no label or writing on it. We must be able to tell that the bottle only contains water, so coloured bottles are not permitted.

Food is not permitted in the exam room.

Malpractice

There are different forms of malpractice (this list isn't exhaustive):

- Communicating with other candidates
- Being in possession of unauthorised material e.g., notes, phone, watch
- Copying from another candidate/submitting work which is not your own
- Knowingly allowing another candidate to copy your work
- Including inappropriate, offensive or obscene material in your work
- Using AI and saying it's your own work

In all cases, Brayton Academy will follow JCQ guidelines on dealing with malpractice and apply sanctions appropriately. All cases of malpractice in external exams will be reported to JCQ and the Exam Boards and they will decide what sanctions are applied. In some cases, this could result in disqualification.

The use of AI is a new thing, but exam boards have processes in place to monitor it's use in NEA and exams. The use of AI where it is not permitted is cheating and you could be disqualified if you are found to have misused it. If you are permitted to use AI in internal assessments and fail to correctly acknowledge it, this is also classed as malpractice. Speak to your teachers for more information.

The following things must not be done 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

Plagiarism involves taking some one else's words, thought, ideas or outputs and not crediting the source. This includes outputs from AI tools. Plagiarism is a form of cheating which is taken very seriously by the awarding bodies and may result in disqualification.

Emergencies

If the fire alarm sounds continuously during an exam an Invigilator will let you know what you need to do. If you are told to evacuate the exam room, close your paper and leave everything on your desk. Follow the instructions of the Invigilator and do not communicate with other candidates. You will be asked to evacuate in silence and to remain under exam conditions throughout. Once we are able to restart, you will be given the full time for the examination, and a report will be sent to the Exam Board.

Candidates Who Arrive Late

If you are running late, you must let school know as soon as possible. You will still be permitted to sit your exam but if arrive more than an hour after the published start times for exams (9.30am and 1.30pm), you will be reported to the awarding body, and they may refuse to mark your exam paper.

Absence from Exams or Illness

If you are unwell or have been affected by circumstances outside of your control at the time of your exam, please inform the Exams Officer, Mr Parish or your Head of Year so that we can help or advise you.

If you are unable to attend an exam due to illness or some other serious reason, you must inform school as soon as possible. If absence is due to medical reasons, evidence must be provided which states the nature of your illness, specific dates and that you were unfit to take the exam.

Misreading your timetable is not an acceptable reason for absence.

Results Days

January results will be issued to students on Thursday 18 March 2027
Summer results will be issued to students on Thursday 19 August 2027
Wherever possible you should collect results yourself but if this is not possible, please complete the permission form at the back of this booklet and return to the School Reception or the Exams Officer as soon as possible, but no later than 1 March for January results or 1 July for summer. Results cannot be given out over the telephone under any circumstances.

Post Results Services

Members of staff will be available on results day to provide advice and guidance.

On results day we will ask students to give permission for us to access their exam papers, request clerical rechecks and reviews of marking.

Heads of Department will review all results and highlight any students within a mark or two of the next grade, or anyone who has a result different to what we were expecting. Copies of exam

papers will be requested to check for any marking errors for these students and where errors are found we may decide to request a clerical recheck or a review of the marking.

If we decide to pursue a clerical recheck or review of marking, students will be contacted and informed.

If students have not provided permission on results day and we want to look at papers, we will contact them to request permission. If we are unable to contact students directly, we will try and contact parent/carer using all telephone numbers and email address' we have on record. Parent/carer cannot give consent on the student's behalf.

Where a review of marks has been requested, students will be notified of the outcome as soon as confirmation is received from the Exam Board.

Students may request a review of marking or access to their scripts by emailing their subject teacher, Head of Year or exam@braytonacademy.org.uk.

Certificates

Certificates from summer exams will be available to collect from early in December, during normal school opening times.

As with results, certificates must always be collected in person, unless you have given prior written permission for someone else to collect them on your behalf. The person who collects your certificates must have photo ID. If you want your certificates to be posted out, a self-addressed, stamped envelope (sufficient to hold an A4 certificate) must be provided to the Exams Officer.

Certificates achieved by students in year 10 are usually retained, to be handed out with the certificates they achieve in year 11. If you require them earlier, please let us know.

Certificates are kept for a minimum of 4 years from the time of issue and then confidentially destroyed. Please contact the exam boards directly if you need to order replacement certificates, charges will apply.

Coursework/Non-Examination Assessments (NEA)

Coursework/NEA measure subject specific knowledge and skills which cannot be tested by timed written examinations. Not all subjects have NEA, your teacher will inform you at the start of your course if yours does.

Please refer to our NEA policy on the website for more information.

Personal data

Data will be shared with exam boards for all students who have entries submitted for any examinations/assessments.

Each awarding body has its own privacy policy, which can be found on their website and should be referred to if further information is required.

Awarding bodies may use candidate work (written, audio and visual materials, computer programs and data) for various purposes, as set out in their privacy policy. Students may notify the awarding body by giving notice to school, that they wish to opt out of the awarding body's use of their work. Please contact the exams officer for more information.

Contacts

The Exams Officer is Mrs Holden.

Email – exam@braytonacademy.org.uk

AQA – www.aqa.org.uk

OCR – www.ocr.org.uk

Pearson (Edexcel) – https://.qualifications.pearsons.com

Subject	Board
English	AQA
Maths	Pearsons
Science	AQA
Geography	AQA
History	AQA
French	AQA
Art	AQA
Business	Pearsons
Creative iMedia	OCR
Design & Technology	AQA
Drama	AQA
Food Prep & Nutrition	AQA
Further Maths	AQA
Music	AQA
PE	OCR
Religious Studies	AQA
Sociology	AQA
Travel & Tourism	Pearsons

Brayton Academy

Candidate Permission Form

Results collection

Results should be collected from school on results day. If you require your results by any method below, please complete this form and return to **School Reception or the Exams Office.**

☐ Results should be sent to my email address:

……@……

☐ I give my permission for my representative to collect results of my behalf. I confirm that my representative will provide photographic ID on collection.

Name of representative: ……

Candidate Name: **Year Group:**

Contact Tel:

Email address:

Signature: **Date:**