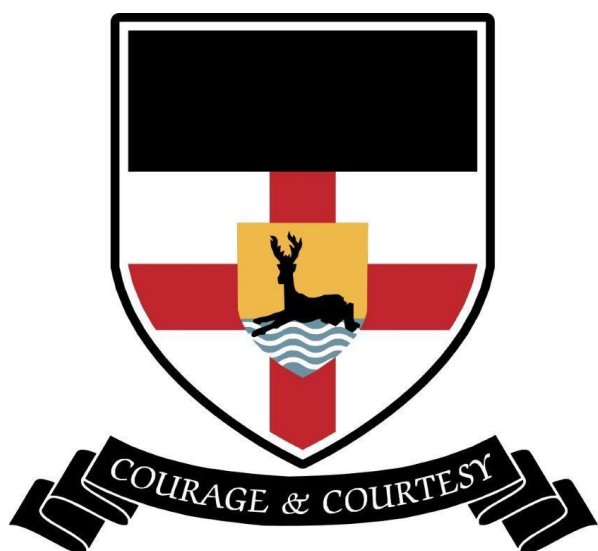




The Knights Templar School Candidate Exam Handbook 2026-27

This handbook is reviewed and updated annually

Produced/reviewed by	
P. Merrell Exams Officer	
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Introduction

The Knights Templar School is committed to ensuring that candidates are fully briefed on the examination and assessment process in place in the school and are made aware of the required JCQ awarding body instructions and information for candidates. We aim to ensure exams run as smoothly as possible for all of our candidates.

Please read this booklet carefully so you are aware of the exam procedures and regulations. The information in this booklet applies to all of the examinations you will sit at The Knights Templar School.

Purpose of the candidate exam handbook

- To complement the candidate briefing sessions held in form time and assemblies.
- To ensure candidates are provided with all relevant information about their exams and assessments in advance of their exams being taken
- To inform candidates about malpractice in examinations/assessments
- To inform candidates about the use of their personal data and copyright
- To ensure copies of relevant JCQ information for candidates documents and exam room posters are provided in advance of any exams/assessments being taken
- To answer any questions candidates may have.
- To signpost candidates (and where relevant parents/carers) to any exams-related policies that are made available on the centre's website for example, exams policy, internal appeals procedures, emergency evacuation policy (exams), word processor policy (exams) etc.

Malpractice

- To maintain the integrity of qualifications, strict Regulations are in place
- Malpractice means any act or practice which is in breach of the Regulations
- Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies
- JCQ provides information regarding what constitutes malpractice:
 - Introduction of unauthorised material into the examination room
 - Breaches of examination conditions
 - Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
 - Offences relating to the content of candidates' work
 - Undermining the integrity of examinations/assessments

JCQ publish the **Indicative Sanctions Against Candidates** found to have committed malpractice.

These are:

Candidates may be subject to one or more sanctions

Awarding bodies may, at their discretion, impose the following sanctions against candidates:

1. Warning

The candidate is issued with a warning that if he/she commits malpractice within a set period of time, further specified sanctions will be applied.

2. Loss of all marks for a section

The candidate loses all the marks gained for a discrete section of the work. A section may be part of a component, or a single piece of non-examination assessment if this consists of several items.

3. Loss of all marks for a component

The candidate loses all the marks gained for a component. A component is more often a feature of a linear qualification than a unitised qualification, and so this sanction can be regarded as an alternative to sanction 4. Some units also have components, in which case a level of sanction between numbers 2 and 4 is possible.

4. Loss of all marks for a unit

The candidate loses all the marks gained for a unit. This sanction can only be applied to qualifications which are unitised. For linear qualifications, the option is sanction 3. This sanction usually allows the candidate to aggregate or request certification in that series, albeit with a reduced mark or grade.

5. Disqualification from a unit

The candidate is disqualified from the unit. This sanction is only available if the qualification is unitised. For linear qualifications the option is sanction 7. The effect of this sanction is to prevent the candidate aggregating or requesting certification in that series, if the candidate has applied for it.

6. Disqualification from all units in one or more qualifications

If circumstances justify, sanction 5 may be applied to other units taken during the same examination or assessment series. (Units which have been banked in previous examination series are retained.) This sanction is only available if the qualification is unitised. For linear qualifications the option is sanction 8.

7. Disqualification from a whole qualification

The candidate is disqualified from the whole qualification taken in that series or academic year. This sanction can be applied to unitised qualifications only if the candidate has requested aggregation. Any units banked in a previous examination series are retained, but the units taken in the present series and the aggregation opportunity are lost. If a candidate has not requested aggregation, the option is sanction 6. It may also be used with linear qualifications.

8. Disqualification from all qualifications taken in that series

If circumstances justify, sanction 7 may be applied to other qualifications. This sanction can be applied to unitised qualifications only if the candidate has requested aggregation. Any units banked in a previous examination series are retained, but the units taken in the present series and the aggregation opportunity are lost. If a candidate has not requested aggregation, the option is sanction 6. It may also be used with linear qualifications.

9. Candidate debarred

The candidate is barred from entering for one or more examinations for a set period of time. This sanction is applied in conjunction with any of the other sanctions above, if the circumstances warrant it.

Unless a sanction is accompanied by a bar on future entry, all candidates penalised by loss of marks or disqualification may re-take the component(s), unit(s) or qualification(s) affected in the next examination series or assessment opportunity if the specification permits this.

Heads of centre may wish to take further action themselves in cases of candidate malpractice.

Things not to do on social media:

- Buy/ask for/share exam content
- Pass on rumours of what's in exams

- Share your work
- Work with others so that your coursework is not your own independent work and/or non-examination assessments and coursework, as example:

Research and using references

All work that is not your own **MUST** be reference correctly. Where computer-generated content has been used (such as an AI Chatbot), your reference must show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2024. You **must** retain a copy of the computer-generated content for reference and authentication purposes.

You **must** retain a copy of the question(s)/prompts used to generate the AI content and the AI generated content itself in a non-editable format (such as a screenshot) and provide a brief explanation of how you used it. This **must** be submitted with your work for final assessment so that your teacher can review the work, the AI-generated content and how it has been used...

If you copy the words, ideas or outputs from other sources and do not show your sources in references and a bibliography, this will be considered as cheating.

For full JCQ Information for Candidates – Social Media see appendix 5 or click here [JCQ Social Media Infographic v4](#)

Plagiarism

Plagiarism involves taking someone else's words, thoughts, ideas or outputs and not crediting the source. This includes outputs from AI tools. It is a form of cheating which is taken very seriously. See the KTS school Plagiarism Policy on the school website.

Personal data

- The awarding bodies collect information about exam candidates for example:
- Any person involved in completing examinations/assessments where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies...
- The centre will provide relevant personal data including name, date of birth, gender to the awarding bodies for the purpose of examining and awarding qualifications.
- Materials which are submitted by candidates for assessment may include any form of written work, audio and visual materials, computer programs and data ("Student Materials"). Awarding bodies may use the Student Materials to evaluate candidates' performance in the relevant assessment. They may also use the Student Materials for other purposes as outlined in their privacy policies and in accordance with their terms. Candidates should be directed to the relevant awarding body's privacy notice if they require further information about how their Student Materials may be used by the awarding body.
- Candidate notice and opt-out
A candidate may notify the awarding body, by giving notice to the centre, that they wish to opt out of the awarding body's use of their Student Materials for the purposes set out above.
- To understand what information is collected and how it is used, you must read the JCQ Information for candidates – Privacy Notice (located here) [GDPR - JCQ Data Privacy Policy - May 2018 - JCQ Joint Council for Qualifications](#)

Copyright

- The copyright of any work created by a candidate that is submitted to an awarding body for assessment (referred to as Assessment Materials) belongs to the candidate
- By submitting this work, a candidate is granting the awarding body a non-exclusive, royalty-free licence to use their assessment materials (referred to as Assessment Licence)
- If a candidate wishes to terminate the awarding body's rights for anything other than assessing his/her work, the awarding body must be notified by the centre and it is at the discretion of the awarding body whether or not to terminate such rights

Coursework assessments/non-examination assessments

- Your teachers will inform you of when coursework is due and when controlled or non-examined assessments take place.
- Ensure you are familiar with the relevant JCQ Candidate documents – AI (Artificial Intelligence and assessments, coursework, non-examination assessments and social media) which can be found on the KTS school website and as appendices at the end of this handbook.
- Ensure you read and understand the Candidate Declaration form **prior to beginning** your work and understand the declaration **must not** be signed until you have completed your work and handed it in for final assessment.
- You are given your NEA mark ahead of submission to the exam board. If you wish to appeal against it please see *Internal Appeals Procedure*.

Written timetabled exams

- All candidates are entered under the name format of First Name, Middle Name and Legal Surname. All candidates are given a 4-digit candidate exam number (also known as a candidate number). *This is the number you write on every examination paper.* This can be found on your Statement of Entry, your timetable and will appear next to your name on the seating plans. It will also be on your name card which is placed on your desk for every exam.
- Please note, only your first name and legal surname will be printed on exam certificates.
- You will receive a 'Candidate Statement of Entry' (to check that personal details and exam entries are correct).
- If any of the information is *incorrect* this should be reported to the school Exam Office as soon as possible.
- In due course candidates will be issued with an exam timetable that will list all the dates, times and locations of their exams.
- Please see the JCQ Information for Candidates documents located at the end of this booklet.

Contingency sessions - Summer 2027

Contingency day has been confirmed as

- Wednesday 23rd June – all day

This date has been set by JCQ as a contingency date, should sustained national or local disruption arise during the Summer 2027 examination series. If disruption occurs, the GCSE and/or A level exams (or equivalent) would be taken either for the first time or again on any date up to and including the contingency dates.

Students taking public examinations must make sure they are available for this contingency day and should not plan to go on holiday before the 24th June regardless of when their last exam takes place.

This is a JCQ decision and applies to all students taking GCSE and or A levels (or equivalent) in Summer 2027 in all schools and colleges.

What to do if you identify you have two or more exam papers timetabled at the same time (a timetable clash)

- Some candidates may have a clash where two subjects are timetabled at the same day and time. Please check any clash information included with your timetable for specific information. If you think that you have a clash exam that has not been resolved, please see the Exams Office immediately.
- It is not considered a clash where one paper will be taken, followed immediately by the second paper and the candidate is supervised in the exam room.
- A 'real' clash is resolved by agreeing with the candidate which exam they will take first and ensuring the candidate is given a short supervised rest break between the exams in the exam room under exam conditions. This applies to GCSEs and A levels where the total time of the 2 papers is 3 hours or less.
- For a clash of papers where the total time of the 2 papers is over 3 hours, we can conduct one of your exams in a later or earlier session that same day. Between exams you will be under centre supervision for the entire time. This means you will have an invigilator with you at all times. You will be permitted to revise but you will not be allowed access to the internet or to your phone.
- If a clash candidate cannot sit both exams on the same day, overnight supervision is required. For this, the parents/guardians will need to sign a document to state they will not allow the candidate access to the internet, to a phone, to the television, to the radio or to speak to anyone outside of the immediate family overnight. **Overnight supervision is only considered as a last resort.**

Where you will take your exams

- Exams at The Knights Templar School take place in either the Hall, the Old Gym or the Sixth Form Common Room. You may be seated in an alternative room if you have a scribe or an access arrangement that requires this.
Nervousness, low level anxiety or being worried about examinations **is not** sufficient grounds for separate invigilation within the centre. (JCQ Access Arrangements, section 5.16)

- The location of your exams should be on your individual timetable. If it is not, or you have forgotten where your exam is taking place, you can refer to the enlarged seating plans that will be displayed each day.

What time your exams will start and finish

- You will receive a personalised timetable, which shows all dates, and times of your examinations. Morning exams start at 8.45am and afternoon exams at 1.50pm. You must arrive at least 15 minutes before the start of your exam. The invigilators will try to let you in to the exam venue approximately 10 minutes before the start of the exam.
- You must remain in your seat until the end of the exam – even if you have finished early. Nobody will be allowed to leave the exam room until the exam has finished and the papers have been collected. **please note, some candidates may be entitled to extra time and may continue working after the main body of candidates has finished.* **ALWAYS leave an exam in SILENCE AND REMAIN SILENT UNTIL YOU ARE WELL AWAY FROM THE BUILDING.**

Supervision during your exams

- The Knights Templar School employs a team of trained external invigilators who should be shown respect.
- Invigilators have to follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies (i.e. the Exam Boards, AQA, Pearson Edexcel, OCR, WJEC).
- Invigilators are there to supervise the conduct of the exam and to maintain the integrity of the exam. They are there to ensure that every candidate in the room has an equal opportunity to demonstrate their ability and to complete the exam. If an individual disturbs others around them, the invigilator has the authority to move a candidate to another desk and also have the authority to ask you leave the room altogether.
- Malpractice will be dealt with by the examining board but you should be aware that ANY attempt to cheat could result in disqualification, not just from that paper, but from all your exams in the current exam season – and could possibly result in a ban from taking exams with a board for a number of years (see Malpractice section above).

Exam room conditions

- Internal candidates (students currently at The Knights Templar School) are required to line up outside the exam venue in the rows in which they will be sitting. For exams taking place in the hall you should line up in the courtyard outside the dining room; for exams in the Sixth Form Common Room you should line up on the playground by the door to the Sixth Form Corridor; for the Old Gym you should line up on the playground outside the Old Gym itself. A member of staff will then call you in to the exam room, row by row.
- External candidates should make their way to reception where a member of staff will meet them and escort them to the exam venue.
- An invigilator will check your pencil cases as you walk to the exam venue. Please ensure you have a transparent pencil case and that you show it to the invigilators before EVERY exam you sit.

- As soon as you enter the exam room you are under exam conditions and must not communicate with any other students, either verbally or visually. JCQ have confirmed that from academic year 26/27, all students who communicate with one another **MUST** be reported to the examination board. Please do not turn around in your seat at any time. You must sit at the correct desk with your name card displayed to ensure that you sit the correct examination.
- **Listen carefully** to the instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about. Check you have the correct question paper – check the subject, unit and tier of entry (for some GCSEs).
- **Do not** write on the exam paper until instructed to do so. Don't even write your name until the invigilators say you can.
- **Do not** open the exam paper until told to do so. If you open the paper before you are told to, we **MUST** report this to the examination board.
- A clock and the centre number will be on display in every exam room, along with the exam details – the start and end time(s) and the papers you are sitting.
- ***READ ALL INSTRUCTIONS CAREFULLY AND NUMBER YOUR ANSWERS CLEARLY***
- Make sure you answer the correct combination of questions.
- Invigilators will distribute and collect examination papers, and hand out extra writing paper if required, or deal with any problems that occur during the examination, e.g. if a candidate is feeling ill. If you need assistance put up your hand clearly and an invigilator will attend to you. Invigilators cannot help with the questions on your exam paper, or explain individual words or the questions.
- You are responsible for producing legible handwriting in all your exams.
- Do not write any graffiti or write offensive comments on the examination papers, if you do the examination board may refuse to accept and mark your exam paper.
- You must remain for the duration of the exam. If you finish early, you should check your answers carefully and remain seated in silence so that you do not disturb other candidates. Check that your name and candidate number are on every piece of paper that you have used, and that answers are numbered correctly. Remember to cross through any rough work and tag together or insert any additional pages with your answer book.

Where you will sit in the exam room

- Candidates sit in candidate exam number order for each paper.
- You must sit at the correct desk with your name card displayed to ensure that you sit the correct examination.
- If you cannot find your name, please speak to an invigilator immediately.

How your identity is confirmed in the exam room

- Members of staff will be outside each exam venue to identify all internal exam candidates.
- External candidates must bring with them photographic documentary evidence to prove that s/he is the same person who registered to sit the exam e.g. a passport or photographic driving licence.

What equipment you need to bring to your exams

It is your responsibility to bring all your own equipment and any other resources required to your exam. All equipment should be in a clear non-coloured pencil case. For every exam you will need:-

- 2 black pens
- 2 HB pencils
- Ruler
- Pencil sharpener
- Eraser

For certain exams you will need the following

- Calculator – *without lid or any formulae information*
- Compass
- Protractor
- Coloured pencils

Using calculators

- You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams

10. USING CALCULATORS

- 10.1 In this section a calculator is defined as an electronic device whose primary purpose is to carry out mathematical calculations.
- 10.2 This is the published guidance on calculators unless specifically varied by an awarding body in a qualification specification.
- 10.3 The instructions on the question paper will say whether calculators are allowed or not. If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates.
- 10.4 Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.
- 10.5 Candidates must be told these regulations beforehand and be familiar with the *Information for candidates* documents.
- 10.6 During an examination a calculator must not be able to offer any of these facilities:
 - a. Language translators;
 - b. Symbolic algebra manipulation;
 - c. Symbolic differentiation or integration;
 - d. Communication with other machines or the internet.

- 10.7 During an examination a calculator must not give access to any information stored prior to that examination. This includes:
- Databanks, such as the periodic table (with the exception of scientific constants);
 - Dictionaries;
 - Mathematical formulae;
 - Text.
- 10.8 A calculator must not be borrowed from another candidate during an examination.
- 10.9 Some calculators have an 'exam mode'. This is acceptable in examinations where the exam mode is activated and the exam mode results in the calculator becoming compliant with the above regulations.
- 10.10 An invigilator may give a candidate a replacement calculator.
- 10.11 **Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the examination.**
- 10.12 A series of FAQs on the use of calculators in examinations may be found at <https://www.jcq.org.uk/exams-office/instructions-for-conducting-examinations-ice/USING CALCULATORS>

(Captured from JCQ Instructions for conducting examinations 2025-26, section 10 on 29th September 2026)

What you should not bring into the exam room

- Under no circumstances should mobile phones, iPods, AirPods, earphones/earbuds, notes, smart glasses, papers or watches be taken into an exam room.**
- If you are found with any unauthorised item in your possession during an exam, *even if it is a mobile phone that is switched off and even if you did not intend to use the unauthorised item*, we are under an obligation to report it to the examining board – who may decide to disqualify you.
- Leave your phone at Student Services or in your bag before your exam, or better still, do not even bring it to school on exam days.
- Leave all unauthorised items outside the exam room in your bag or, better still, do not even bring them to school on exam days.
- JCQ Rules and Regulations state:*

e. **Candidates must not be in possession of devices which could provide an advantage, including:**

- earphones or earbuds (e.g. AirPods);
- mobile phones;
- MP3/4 players or similar devices;
- smart glasses;
- tablets (e.g. iPads or iPods);
- watches;
- any other smart devices.

This means that:

- ideally, all unauthorised items are left outside of the examination room;
- any pencil cases taken into the examination room must be see-through;
- any unauthorised items that have been taken into the examination room must be placed out of reach of the candidates (and not under their desks) before the examination starts. This will normally be at the front of the examination room or a similar arrangement that enables the invigilator to control access to the items.

f. Following the invigilator's announcement (see [Appendix 3](#)) any mobile phones or other unauthorised items in the candidates' possession must be handed to the invigilator prior to the examination starting. This also includes watches.

- **You must not bring in any notes.**
- **You must not bring in any study guides.**
- **You must not bring in your own blank paper.**

Food and drink in exam rooms

- You may bring bottled WATER and only bottled WATER into an exam. You must not bring in any food or other drinks.
- Water should be in a clear bottle with the label removed.

What you should wear for your exams

- GCSE candidates must wear full school uniform to exams. Outdoor coats, scarves and hats cannot be worn.
- A level candidates should wear their normal school clothing. Outdoor coats, scarves and hats cannot be worn.
- External candidates can wear whatever they choose, but we ask that is appropriate clothing for sitting an exam. No bare midriffs or shoulders.

Where your personal belongings will be stored during your exam

- Mobile phones and watches should be handed into students' services, left in your bag or preferably left at home.
- We do not have any facilities in the exam rooms to store bags, so please leave these in your lockers, on the shelving outside the dining room or at home. Only bring with you what you need for your exam.

What to do if you arrive late for an exam

- If you arrive *slightly* late for an exam, please go to Reception and a member of staff will take you to your exam room. Try to remain calm. A decision will be made by the exams officer as to whether you can sit the exam. If you can you will be given the full time for the paper.
- A candidate will be considered **VERY LATE** if they arrive more than one hour after the published starting time for an examination which lasts one hour or more, i.e. after 10am for a morning exam or after 2pm for an afternoon exam.

For exams that last less than one hour, a candidate will be considered **VERY LATE** if they arrive after the awarding body's published finishing time for the exam.

In the case of arriving **VERY LATE**, you may be allowed to sit the exam BUT a form must be completed and sent to the exam board and the exam board may not accept your work.

What to do if you are unwell/absent on the day of an exam

- If you feel unwell during an exam raise your hand to attract the attention of an invigilator.
- If you experience difficulties during the examination period (e.g. illness, injury, personal problems or a bereavement) please inform the School at the earliest possible time.
- Only in '*exceptional circumstances*' are candidates allowed special consideration from the exam board for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examinations Officer without delay in all cases where an application is to be made for special considerations.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

What happens if you have an unauthorised absence from an exam

- If you have an unauthorised absence from an examination the entry fee will be re-charged to you.

What happens in the event of an emergency in the exam room

- If the fire alarm sounds during an examination do not panic. You will receive instructions from invigilators. If it is necessary to evacuate you must leave in silence, in the order in which you are sitting. You must not attempt to communicate with anyone else during the evacuation. Equipment must be left on your desk and nothing can be taken from the exam room. When you return to the exam room, do not resume writing, until instructed to do so by the invigilators. A full report will be sent to the Exam Board detailing the incident. You will be allowed the full working time set for the examinations.

Candidates with access arrangements

- Candidates with the potential for access arrangements are identified by the teaching staff and Special Educational Needs Coordinator (SENCo).
- The SENCo will arrange relevant tests and assess which access arrangements are needed in exams and will involve the candidate in any discussion regarding appropriate arrangements.
- Candidates will be informed of the approved arrangements that are in place for them and any instances when these arrangements may not apply.
- Candidates with access arrangements may do their exams in an alternative room depending on the access arrangement – this room will either be on printed on your individual timetable or told to you by the teaching assistants.

Results

- A level Results are available for collection on Thursday 12th August 2027 between 8am and 10am. Results will be laid out in the school hall in alphabetical order.
- GCSE Results are available for collection on Thursday 19th August 2027 between 9am and 11am. Results will be laid out in the school hall in alphabetical order.
- All results are provisional as Exam Boards have the option to review their own marking and candidates may request a Review of Marking.
- If you are unable to collect your results in person you can do one of the following;
1) You can nominate someone else to collect your results. Please complete a results collection form available from the Exams Office or download a form from the Examinations tab on the school website. The person collecting your results will need to bring a signed authorised letter from you and identification with them
Or
2) post – we can post your results but you must provide a stamped addressed envelope to the Exams Office no later than 9th July 2027.
- Results CANNOT, under any circumstances, be given verbally or via email.
- Members of teaching staff and the Senior Leadership team will be available on both results days to discuss results with you and to advise you.
- External candidates will have their results sent via Royal Mail. The cost of this is covered by the admin fee paid when entering the summer exams.

Post-results services

- The following Post-Results Services are available from each exam board;
- *Enquiry About Results (EAR) – this is what most people think of a remark, but is actually a review of marking. The exam board will look again at your exam paper (your 'script') and check that the marking scheme has been applied correctly.*
- *Access To Scripts – if you would like your paper back – perhaps to see where you could improve or how you were marked.*
- *Clerical Check - This service will include the following checks: that all parts of the script have been marked; the totalling of marks; the recording of marks.*

- *Appeals - if you are dissatisfied with examination results following the outcome of the enquiry about results process, you should refer initially to the regulator's Code of Practice and the JCQ publication Post Results Services – Information and guidance to centres (found in the Exams Office). If after consulting these documents, you are convinced that the awarding body has not followed due procedures, it is possible to submit an appeal in line with the procedures set out in the publication.*

If an application for an appeal is accepted, an investigation into candidates' or centre's results, and the awarding body's procedures, will follow. An appeal investigation does not generally involve a further review of candidates' work.

If an original hard copy script has been returned to the centre under the Access to Scripts service, it cannot form part of an enquiry about results or a subsequent appeal.

- Requests for post-results services from internal candidates must be made through the School
- An example form for Post Results Services is in the Appendices. Forms with up to date pricing will be available from the School on Results Days and from the Exams Office thereafter.
- The candidate **MUST** sign the form requesting **ANY** post results service. This cannot be accepted and services cannot be applied for without the consent (in the form of a signature) of the candidate.
- Results following a Review of Marking request will be emailed to the email address supplied on the form.
- Requests for post-results services from external candidates must be made directly to the exam board (see <http://www.jcq.org.uk/exams-office/post-results-services>)

Certificates

- The annual Exam Certificate Collection Afternoon for all exams sat in the academic year 2026/27 will take place in December 2027. You will be informed of the date on results days. If you forget the date you can check the school website (under Parents and Carers, then Examinations then Certificate Information) for the exact date.
- If you would like to nominate somebody else to collect your certificates on your behalf, they must bring with them a signed letter of authorisation from you.
- The School keeps unclaimed certificates. You may call in, during school hours, to collect them from January 2028.

Internal appeals procedures

- Please see the school website (under Parents and Carers, then Examinations) for the procedure and form.

Complaints and appeals procedure

Please see the school website (under Parents and Carers, then Examinations) for the procedure and form.

Frequently asked questions

Q. *What happens if there is a clash, i.e. I have 2 exams at the same time?*

Firstly, you will be invited to a meeting with the Examinations Officer where the clash will be discussed and resolved. When your timetable is issued, you will see now that the clash has been resolved and the exams are now scheduled at different times.

If you think you have a clash that has not been resolved, please see the Examinations Officer immediately.

If the total length of the exams exceeds 3 hours then one exam will be moved to a morning or afternoon session and you will be supervised in between exams.

If the total length of the exams is less than 3 hours you will sit one exam followed by the other in the same exam room. You may have a short, supervised break between the two exams but this break will take place in the exam room under exam conditions.

Q. *What do I do if I think I have the wrong question paper?*

Put up your hand and advise the invigilator before the examinations begins.

Q. *What do I do if I am ill or have an accident on the day of an examination and miss the exam?*

Your parent/carer should advise the school as soon as possible. You may need to obtain medical evidence.

Q. *If I miss an examination can I take it another day?*

No. Timetables are regulated by the Exam Boards, and you must attend on the given date and time.

Q. *Can I go to the toilet during the exam?*

If it is absolutely necessary (medical condition). You will be escorted by an invigilator to and from the toilet. If you need to go to the toilet and you do not have a medical condition, you will not be given back the time.

Q. *What do I do if I feel ill during the exam?*

Do not hesitate to raise your hand and an invigilator will assist you.

Q. *How do I know how long the exam is?*

The length of the exam is shown in minutes on your individual timetable under the heading 'duration'. The start and finish times of the exam will be displayed at the front of each exam room.

Q. *Why can't I bring my phone or watch into the examinations room?*

The school must adhere to the regulations set down by JCQ (The Joint Council for Qualifications). The exam boards regard the possession of a watch or mobile phone (or any other electronic device) as malpractice, and this is subject to severe penalties even if you did not intend to use the device. In some instances, the exam board may decide to disqualify you from that exam and can, if they choose to, ban you from sitting further exams.

Ample opportunity is given to hand in a watch or mobile phone that has been

forgotten, and students should be reminded that the consequences of not handing in a phone are greater than any potential embarrassment of raising your hand and giving your watch or phone to an invigilator for safekeeping.

Q How do I know if I have extra time or access arrangements?

- Your timetable will have an additional note to confirm any extra time or arrangements that have been made. If this has been omitted, please see the Examinations Officer as soon as possible.

JCQ Information for candidates - AI (Artificial Intelligence and assessments)

You **must** read this information, **prior** to beginning your assessments, to help you stay within examination/assessment regulations when using artificial intelligence. This information explains: What is AI? What is an AI tool? When can I use AI? When can I not use an AI tool? If I'm allowed to use AI, how is this breaking the rules? How to make sure you don't misuse AI.

Follow the link [IFC-AI-Assessments-2026.pdf](#) to read the document *Information for Candidates (AI, Artificial Intelligence and Assessments)*.

JCQ Information for candidates - coursework

You **must** read this information if you are undertaking qualifications that contain elements of coursework assessment.

Follow the link [JFC-Coursework Assessments 2026 FINAL.pdf](#) to read the document *Information for candidates - Coursework 2026-27* (pictured below).



Information for candidates

Coursework assessments

Effective from 1 September 2026

JCQ Information for candidates – non-examination assessments

You **must** read this information if you are undertaking qualifications that contain components of non-examination assessment.

Follow the link [JFC-NE Assessments 2026.indd](#) to read the document *Information for candidates – non-examination assessments 2026-27* (pictured below).



Information for candidates

Non-examination assessments

Effective from 1 September 2026

JCQ Information for candidates – written exams

You **must** read this information before you take any externally assessed timetabled written exams.

Follow the link [JFC-Written Examinations 2026 FINAL.pdf](#) to read the document *Information for candidates – written exams 2025-26* (pictured below).



Information for candidates

Written examinations

Effective from 1 September 2026

JCQ Information for candidates – Privacy Notice

You **must** read this notice as it contains “*Information About You and How We Use It*”



You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high-level summary of the information the awarding body is required by law to give you about what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	https://ccea.org.uk/legal/privacy-notice
City & Guilds	https://www.cityandguilds.com/help/help-for-learners/learner-policy
NCFE	https://www.ncfe.org.uk/legal-information
OCR	https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/
Pearson	https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html
WJEC	https://www.wjec.co.uk/home/privacy-policy/

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>

Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (e.g. Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously. You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies hold. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

How to find out more about the information about you that the awarding bodies use

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information and why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>.

Please note

It is important to note that this notice concerns only how the awarding bodies use information about you (called your “personal data”). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner (www.ico.org.uk). Information about the examinations and assessments themselves, including the rules about assessments, can be found on the JCQ Exams Office pages (www.jcq.org.uk/exams-office). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

JCQ Information for candidates – social media

You **must** read this information to help you stay within examination/assessment regulations when using social media.

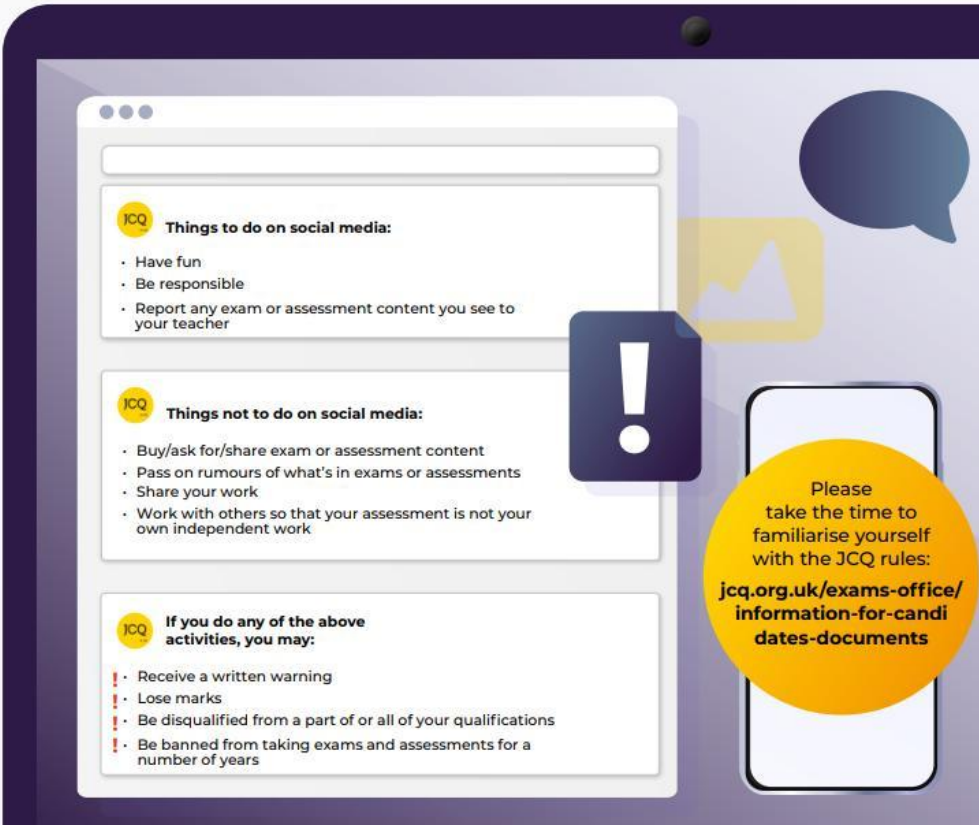


Information for candidates Using social media and examinations/assessments

While we like to share our experiences online, when it comes to exams and other assessments, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers





JCQ Things to do on social media:

- Have fun
- Be responsible
- Report any exam or assessment content you see to your teacher

JCQ Things not to do 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

JCQ If you do any of the above activities, you may:

- ! Receive a written warning
- ! Lose marks
- ! Be disqualified from a part of or all of your qualifications
- ! Be banned from taking exams and assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:
jcq.org.uk/exams-office/information-for-candidates-documents

JCQ Unauthorised items poster

This poster will be displayed outside each exam room. You **must** note that "Possession of unauthorised items, such as a mobile phone, smart glasses or watch, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification."



JCQ Warning to Candidates poster

This poster will be displayed outside each exam room. You **must** note all the warnings.

Warning to candidates



 AQA	 City & Guilds	 CCEA	 OCR	 Pearson	 WJEC
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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 exam/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, only speak to an invigilator.

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.

Post Results Services Example Form

The Knights Templar School



ACCESS TO SCRIPTS AND ENQUIRIES ABOUT RESULTS FORM

Use this one form for ORDINARY REQUESTS

If you would like your script back or a review of marking from June 2024
please complete and return this form to the Examinations Office by **26th September 2024**

LAST NAME:	FIRST NAME:
EXAM CANDIDATE NUMBER:	HOME EMAIL ADDRESS:

All information you need to fill out this form is on your results slip and on the reverse of this form

BOARD	SUBJECT	PAPER CODE	REVIEW OF MARKING?	SCRIPT
e.g. AQA	English Language	8700/1	✓	
TOTAL FEE				
payable to 'The Knights Templar School'				
I CANNOT REQUEST ANY POST RESULTS SERVICES ON				
UNTIL FULL PAYMENT HAS BEEN RECEIVED.				

Signing indicates that you agree to The Knights Templar School making this request on your behalf.

I give my consent to The Knights Templar School to make request a review of marking as listed above. In giving consent, I understand that the final subject grade awarded to me may be lower than, higher than, or the same as the grade which was originally awarded for this subject.

Candidate's Signature: _____ Date: _____

For office use only:

Payment Method: _____

Refund: _____

Payment Received: _____

Signed: _____