

TIME COURAGE CHOICE



**BROADOAK**  
ACADEMY

CLASS OF  
2026

Exam  
Information  
for  
Candidates

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## **Welcome Letter to Families**

As we move into the final and most important phase of Year 11, we want to ensure that every student feels fully supported and every family has clear information about what to expect during the upcoming examination season. Your child has already shown resilience, determination, and maturity throughout their GCSE journey, and we are incredibly proud of the progress they have made so far.

To help ensure the summer exams run smoothly, we have put together this comprehensive information pack. It outlines the key expectations, routines, and regulations set nationally by JCQ, alongside the support available in school. We appreciate that there is a lot to take in; however, reading this carefully will help your child feel confident, prepared, and ready to succeed.

Thank you for your continued support. Working together, we can help every student approach their exams with clarity, confidence, and the best chance of success.

## Timetables, Seating & Tiering

- You have now received your child's personal exam timetable. Please review this carefully and raise any queries with the school as soon as possible.
- Please note that MFL Speaking exams and Art/Photography exams will not appear on Bromcom timetables. These assessments are scheduled internally, and students will receive the full details directly from their subject teachers.
- In some cases, students may have clashes between exams. These will be managed by the Exams Team, and adjusted times will be communicated to students in advance. All exams will still be sat on the scheduled day, but the time may differ from the published timetable.
- To maintain consistency, we will always aim to seat your child in the same space for each exam; however, this is not always possible due to timetable arrangements.
- Weekly seating plans, showing your child's exam room and seat number, will be displayed on the Exams notice board in the atrium at the top of D corridor. These plans are updated weekly, so it is important that students check them regularly.
- **The tiers students have been entered for (e.g., Foundation / Higher) will also be displayed on the Exams notice board. It is essential that students check these carefully, and any discrepancies must be reported to the school immediately so they can be resolved before the exam takes place.**
- It is essential that students sit in the desk assigned to them.
- At their desk, they will find a candidate exam card containing their photograph and candidate details. Invigilators use these cards to confirm identity. These cards must remain intact, must not be defaced, and must not be removed from the exam room.

**All families entering students for exams at Broadoak automatically agree to the expectations outlined above.**

## Timekeeping and Sickness

- Exams take place in two daily sessions:

**Morning exams start at 9:00am**

**Pre-exam briefing: 8:30am – 9:00am**

- **Afternoon exams start at 1:30pm**

**Pre-exam briefing: 1:10pm – 1:30pm**

Students must arrive in *plenty of time*. Schools are required to report late arrivals to the exam board, and students who arrive late risk being disqualified or prevented from sitting the exam.

**If your child is running late, you must inform the school immediately.**

- **Candidates must remain in the exam room for the entire duration of the exam.**

Leaving the room without permission, or being unsupervised at any point, will result in disqualification — possibly from all exams in that series.

- If your child is unwell on the day of an exam, you must notify the school as early as possible. Missing an exam will affect their grade, and **missed exams cannot be retaken.**
- If a student sits an exam while unwell, the school may apply for **special consideration**, but this requires evidence and is fully determined by the exam boards — not the school.

**All families entering students for exams at Broadoak automatically agree to the above.**

## **Invigilators**

- Exams are supervised by a trained team of **invigilators** who must follow strict rules set by **JCQ (Joint Council for Qualifications)** and the exam boards.
- Invigilators cannot deviate from these rules and must report **any** incident of malpractice.
- Students must follow invigilators' instructions at all times. Failure to do so may result in disqualification from the exam in question — or all exams in the season.

**All families entering students for exams at Broadoak automatically agree to the above.**

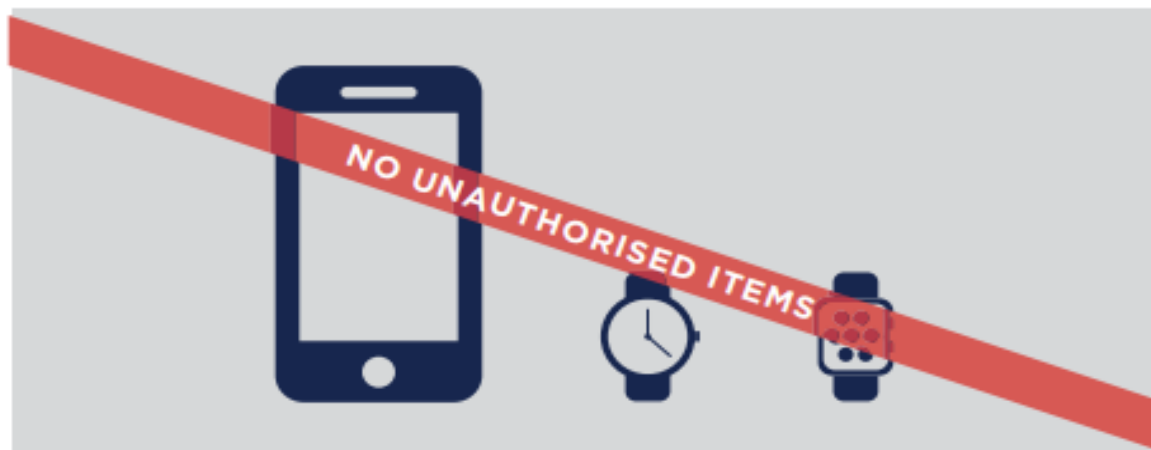
### **Prohibited Items and Expectations in the Exam Room:**

- Following their PPEs/Mock exams, students should already be familiar with exam expectations. Students are under **formal exam conditions** from the moment they enter until they leave the room.
- They must not communicate verbally or non-verbally with others and must pay careful attention to exam room notices.
- Attention must be paid to all the information displayed in the exam room.
- Students must ensure they have **no prohibited items** on their person. Pockets must be checked before entering. If a student is found with a prohibited item — even if untouched — they risk disqualification.
  - **The following must NOT be in a candidate's possession during any exam:**
    - Hooded clothing (including school hoodies or leavers hoodies)
    - Coats or non-uniform items
    - Mobile phones or any device capable of communication
    - Headphones or earpieces
    - Any type of watch (including analogue)
    - Smart glasses
- All personal belongings must be left at the front of the room, either in bags or with an invigilator.
- Candidate's phones must be **switched off with all alarms disabled**. A vibrating or sounding phone — even if inside a bag — must be reported as malpractice to the awarding body/JCQ as malpractice.

**All families entering students for exams at Broadoak automatically agree to the above.**

# NO MOBILE PHONES NO WATCHES

NO TECHNOLOGICAL OR WEB-ENABLED  
POTENTIAL SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone  
or any watch, 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.

### **During the Exam**

- Students must alert an invigilator immediately if they believe they have the wrong paper or are missing materials.
- Students must read all instructions on the question paper carefully.
- They must not open the paper or begin writing until instructed.
- All work must be written on official exam stationery and placed in the answer booklet.
- Rough work must be crossed through and handed in.
- Candidate details must be completed on the answer booklet and any additional sheets.
- Students must not write or draw anything inappropriate on their papers, as this may result in disqualification.

**All families entering students for exams at Broadoak automatically agree to the above.**

### **At the End of the Exam**

- Students must remain seated until all papers have been collected and they are told they may leave.
- Students may only leave with the items they brought in. Borrowed stationery and rough work must remain on the desk.

**All families entering students for exams at Broadoak automatically agree to the above.**

## **Exam Stationery**

Students must bring the correct equipment to every exam. All equipment must be in a **clear, transparent pencil case or bag** with no labels, logos, or hidden compartments.

**Students without the correct equipment may put themselves at a disadvantage, so please ensure your child has everything they need ready the night before each exam.**

## **Essential Equipment List**

- At least 2 black ballpoint pens (no gel /fountain pens)
- Pencil(s)
- Eraser
- 30cm clear ruler
- Scientific calculator (for calculator permitted papers only)
- Protractor
- Compass
- Highlighters
- Clear water bottle with the label fully removed (optional)

**Scientific Calculator:** A JCQ compliant scientific calculator is required for certain exams.

**We recommend the following:** [Casio Calculator](#)

### **A compliant calculator must:**

- Have no lid, case, or instructions taken into the exam room
- Have no ability to connect wirelessly
- Not store text, notes, or programs
- Have fully functioning batteries

It is the student's responsibility to ensure the calculator is working correctly before the exam. If you have any issues purchasing a calculator, please speak to a member of staff so we can support you before the exam window begins.

## **Important Reminders**

- Highlighters must never be used in the answer booklet.
- Tip-Ex or any correction fluid is not permitted.
- Borrowing equipment from another student is not allowed under JCQ regulations.

**All families entering students for exams at Broadoak automatically agree to the above.**

## **Food and Drink**

- Students may bring **water in a clear, label free bottle**.
- No other food or drink is permitted.
- Water cannot be supplied during the exam, so bottles should be prepared in advance. We do encourage them to have a bottle prepared and ready to take in with them.

**All families entering students for exams at Broadoak automatically agree to the above.**

## **Uniform**

- Students **will not** be permitted to wear garments with a hood during the exams; this includes Broadoak hoodies or leavers hoodies.
- During the exam period, students may wear a plain black sweatshirt, jumper, or their blazer.
- Rooms can be cool, even in the summer months, so please ensure your child has suitable clothing to stay comfortable.
- **Students are required to remain in full Broadoak uniform during the exam period. This helps us ensure appropriate safeguarding and allows staff to identify students quickly and safely around the school site.**

**All families entering students for exams at Broadoak automatically agree to the above.**

# Warning to candidates



 AQA	 City & Guilds	 CCEA	 NCFE	 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 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, 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.**

## Support Available

We wish your child the very best of luck in their exams — we are incredibly proud of them.

We recognise the pressure students may feel at this time. Support is always available from:

- Subject teachers
- Tutors
- Heads of House
- Senior Leadership Team

Please encourage your child to reach out with any concerns.

For exam specific queries, please email: [baexams@ba.clf.uk](mailto:baexams@ba.clf.uk). Or ask your child to visit the Exams Office.

## Further Information

Further information regarding exams can be found on the JCQ, Ofqual and Broadoak Academy websites using the following links:

- [Exam Information - Broadoak Academy \(clf.uk\)](#)
- [Information for candidates documents - JCQ Joint Council for Qualifications](#)
- [What you need to know before your exams - GOV.UK](#)

## IMPORTANT – Exam Contingency Days (2026)

In the event of national or significant local disruption to examinations, JCQ requires all students to be available for contingency sessions. It is vital that all Year 11 students remain available up to and including the final contingency date.

The contingency date for the 2026 exam season is:

- Wednesday 24<sup>th</sup> June **all day**.

Please ensure no holidays, appointments, or commitments are scheduled during this time.

**Confirmation:**

Please either follow the link or use the QR code to complete the form below.

This will confirm that you and your child have **read and understood** the exam information, it also provides an opportunity to submit any questions.

This must be completed by all parents/carers:

[Exam Information for Candidates, GCSE exams 2026. – Fill in form](#)

## Exam Information for Candidates, GCSE exams 2026.

