



Sir Graham Balfour School

Member of **INSIGHT**
MULTI ACADEMY TRUST

YEAR 11

EXAMS HANDBOOK



Exam Key Dates

Pre-Public Exams:	6 to 23 January 2026
Summer Exams:	1 May to 19 June 2026
JCQ Contingency Day:	Wednesday 24 June 2026

You must be available on this date in case of exams being cancelled and rearranged due to national or significant local disruption to exams earlier in the summer.

Please do not book holidays before 24 June 2026.

Exams Results:	8.30am on Thursday 20 August 2026
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Exam School Contacts




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GCSE Exams Equipment List





For all exams

<p>Candidate number card AND seating number</p> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Candidate Number</p> <p>000 000 000</p> </div>	<p>Water bottle (no label)</p> 	<p>Clear pencil case for your equipment</p> 
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For all exams

<p>BLACK PENS X3</p> 	<p>PENCIL AND RUBBER</p> 	<p>HIGHLIGHTER (to highlight the question only)</p> 
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Specific Equipment

Maths	Science	Geography	Business Studies
<p>BLACK PENS PENCIL RULER RUBBER PROTRACTOR PAIR OF COMPASSES SCIENTIFIC CALCULATOR</p> 	<p>BLACK PENS PENCIL RULER RUBBER PROTRACTOR SCIENTIFIC CALCULATOR</p> 	<p>BLACK PENS PENCIL RUBBER 15cm RULER CALCULATOR</p> 	<p>BLACK PENS PENCIL RULER RUBBER CALCULATOR</p> 

DO NOT EXPECT TO BORROW EQUIPMENT!

USING CALCULATORS IN EXAMS

- You will need a **scientific** calculator for Maths and Science exams.
- You can use a calculator in your exams unless you are told otherwise.
- If a calculator is allowed, you must make sure of the following:
 - The calculator's primary purpose is to carry out mathematical calculations - it cannot have additional functionality.
 - It must not be able to offer:
 - language translation
 - symbolic algebra manipulation
 - symbolic differentiation or integration
 - communication with other devices or the internet.
 - It must not give access to any information stored before the exam, including:
 - databanks, such as the periodic table (except scientific constants)
 - dictionaries
 - mathematical formulae
 - text
- Some calculators have an 'exam mode' which needs to be activated to comply with the above regulations.
- Before the exam, make sure your calculator and the batteries work properly, and that you know how to use it.
- You cannot borrow a calculator from another candidate during an exam, but an Exams Invigilator can lend you a replacement.
- You must not bring into the exam a calculator case, lid or cover, or any operating instructions.
- You must make sure you clear anything stored in the memory.

EXAM TIMETABLE

- You will be sent a personalised exam timetable to your school email address for both the Pre-Public and summer exams.
- You should use your exam timetable to build revision timetables.
- The exam timetable will tell you when and where your exams will take place.
- Exams take place in more than one exam room – the same rules apply in all.
- Check your seat number for each exam before entering the exam room.
- The room and seat number will change depending on the subject.
- Make sure you attend your exam on the correct date and time. **You cannot sit the summer public exams later in the day or on another date.**
- You must sit all Pre-Public exams. If you do not attend, you will need to attend an after-school detention to complete the exam.
- You will be issued with a candidate ID card. Make sure you bring this to all exams and do not lose it.

ON THE DAY OF THE EXAM

- Get plenty of sleep the night before.
- Arrive early and prepared.
- Wear your full school uniform.
- Bring all the equipment you need for your exam.
- Eat breakfast or lunch before your exam.
- Go to the toilet **BEFORE** your exam.
- Be aware of warm-up and booster sessions ahead of each of your summer exams.
- Be on time for your exams. If you are late, the exam boards might not accept your work.
- Assemble in the Dining Room in your tutor groups.
- Know your exam room and seat number.
- Do not take unauthorised items into the exam room.
- If your exam is in the Main Hall, leave your coat, bag, and revision notes in the Dining Room.
- If your exam is not in the Main Hall, please take your belongings when you are instructed to do so.

ENTERING THE EXAM ROOM

- Remain in silence from the moment you enter the exam room until you leave.
- Do not communicate in **ANY WAY** with another candidate. If you do, we will report this to the exam board, and you may be disqualified.
- If you try to cheat or break the rules in any way, you may be disqualified from all your exams.
- You cannot leave the exam room unaccompanied, and unless it is absolutely necessary.
- You **MUST** stay until the end of the exam, even if you have finished.
- Sit at the correct desk, as shown on your exam timetable. This information is also posted outside the Main Hall.
- If someone else is sitting at your desk, inform an Exams Invigilator straight away.
- Place your ID card on your desk.
- Raise your hand if you need to attract the attention of an Exams Invigilator at any point during the exam.
- Listen carefully to the exam announcement and any instructions from the Exams Invigilators.

Warning to candidates



AQA QUESTIONS PLANNED AQA	City & Guilds City & Guilds	CCEA Awarding Learning CCEA	NCFE NCFE	OCR Oxford Cambridge and RSA OCR	Pearson Pearson	WJEC wjec cbac 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.

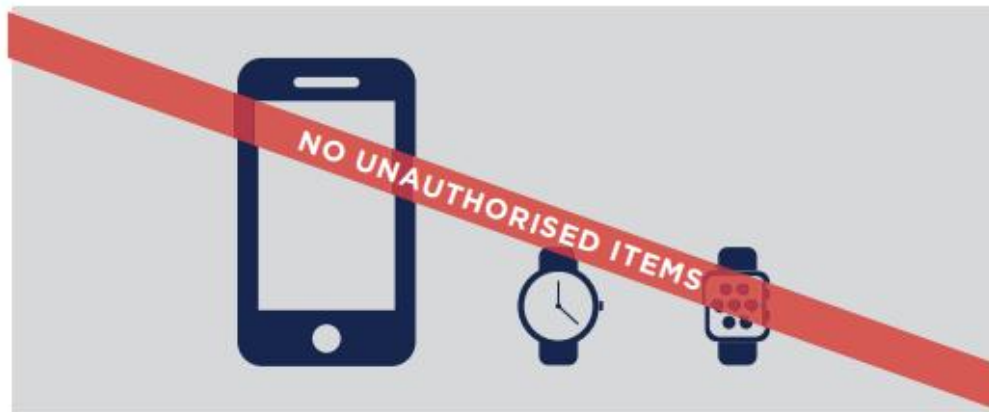
UNAUTHORISED ITEMS

- Mobile phones
- Ipods or Ipads
- Airpods, earbuds, earphones
- Smart watches
- Wrist watches
- Smart glasses
- Smart devices
- Revision notes or books
- Calculators with pre-stored information
- Calculators with functionality other than to carry out maths calculations
- Calculator lids or formulas
- Tipex or correction fluid
- Erasable pens
- Gel pens
- Dictionary
- Computer spellchecker
- Internet-enabled device

POSSESSION OF AN UNAUTHORISED ITEM IS A SERIOUS OFFENCE AND COULD RESULT IN DISQUALIFICATION FROM YOUR EXAMS, EVEN IF YOU DO NOT INTEND TO USE IT DURING THE EXAM.

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.

THE EXAM PAPER

- Always check the exam paper you have been given is correct:
 - Subject
 - Tier
 - Day and date
 - Are all the pages included in coloured or enlarged papers?
- Put your hand up if you think you have been given the wrong paper.
- Do not open the exam paper or write anything until you are told to do so.
- When instructed, fill in the details on the front cover:
 - Surname – your last, legal name (not a preferred or known-by name)
 - Other names – your first and middle legal names
 - Candidate number – this is on your ID card
 - Centre number – 30410
 - Signature if required
 - Use capital letters
 - Put the above information on all answer books and sheets used.
- Read the instructions on the front cover carefully and check you have the materials and equipment you need.
- Write in the designated sections of the exam paper. Extra space for answers is at the back of most exam papers.
- If you need extra answer paper, raise your hand to ask.
- Write any rough work in your exam paper and put a single line through anything you do not wish to be marked.
- Write clearly and in black ink. You may use a pencil for drawings and rough notes.
- Do not use correcting pens, fluids, tape, or erasable pens. Do not use highlighters or gel pens, but you can use a highlighter in the stem of the question.
- For Pre-Public exams, please write your Subject Teacher's name on the front of the exam paper.
- You must not write or draw inappropriate, obscene, or offensive material – you may be disqualified.

COMPLETING THE EXAM

- Wait for the Exams Invigilator to tell you to start.
- If you open the exam paper before you are told to, we will report this to the exam board, and you may be disqualified.
- Do not borrow anything from another candidate during the exam.
- If you fall asleep and breathe heavily, or snore, you may disturb other candidates, and we would report this to the exam board.
- If you are eligible to use a PC to complete your exam, make sure you save your work regularly. Add your name, centre number, candidate number and exam paper code to each sheet. Also, number each page.
- If the emergency alarm sounds, stay seated, remain silent, and await the Exams Invigilator's instructions.
- Put up your hand during the exam if:
 - You have a problem and are not sure what you should do.
 - You do not feel well.
 - You need more paper.
- You must not ask for, and will not be given, any explanation of the questions.

END OF THE EXAM

- The exam finish time will be written on the board at the front of the exam. There may be more than one subject with different finish times – be clear which one applies to you.
- At the end of the exam, the Exams Invigilator will tell you to stop writing.
- If you are entitled to extra time, continue working until the added time has elapsed. **In your Pre-Public exams only**, please use a blue pen for your extra time work.
- Tell the Exams Invigilator if you think you have not been given the expected access arrangements.
- Check that all answer papers are inside your answer booklet, and you have added your name, centre number, candidate number and exam paper code.
- Do not leave the exam room until told to do so by an Exams Invigilator.
- Do not take any exam materials from the exam room.
- The exam papers will be collected, and you will be dismissed row by row.
- If you have any concerns about the exam, please let an Exams Invigilator know **BEFORE** you leave the room.
- Leave in silence, collect your belongings, and return to your normal lesson quietly and as quickly as possible.

EXAM RESULTS

- You need to collect your summer exam results from the school Dining Room between 8.30am and 10.30am on Thursday 20 August 2026.
- Any uncollected results will be posted to your home address.
- If you are unable to collect your results and would like someone to do this for you, you need to let the Exams Officer know in writing before the results day.
- If you are returning to the Sir Graham Balfour School Sixth Form, please register with us on results day.
- If you are leaving us for college or employment, please let us know your plans on results day.
- We may discuss a review of marking with you if your exam result is a mark or two under the next upper grade boundary.
- Before you leave, please make sure you have read everything in your envelope and signed any forms.

POST-RESULTS

- If your exam result is a mark or two under the next upper grade boundary, we may suggest a review of marking.
- We will only request a review of marking with your written permission – you will be asked to sign a form.
- Your teachers will discuss the process with you.
- Wherever possible, we will request your answer paper back before asking for a review of marking – this allows your teacher to check it first.
- There are three possible outcomes of a review of marking:
 - The grade stays the same – this is the most likely outcome.
 - The grade improves.
 - The grade goes down.
- All requests need to be processed at the start of September 2026.
- The process takes about six weeks.

CERTIFICATES

- The exam boards issue certificates in November 2026.
- These are important documents and will be needed when applying for jobs and further or higher education throughout your life.
- Please make sure you collect your certificates and keep them safe – they are expensive to replace.
- We will hold a collection event in December 2026.
- Please check the Sir Graham Balfour School website and Facebook page ahead of December for further information about the collection event.



IMPORTANT INFORMATION

You must read and understand the following information issued by the Joint Council for Qualifications:

Information for Candidates – Coursework Assessments

[IFC-Coursework_Assessments_2025_FINAL.pdf](#)

Information for Candidates – Non-Examination Assessments

[IFC-NE_Assessments_2025_FINAL.pdf](#)

Information for Candidates – Written Exams

[IFC-Written_Examinations_2025_FINAL.pdf](#)

Information for Candidates – Artificial Intelligence and Assessments

[JCQ_AI_infographic_v3](#)

The infographic features a dark purple header with the JCQ logo and the title 'Information for candidates Using social media and examinations/assessments'. The main content is on a light purple background. On the left, a white box contains text and a list of guidelines. On the right, a large smartphone graphic displays three sections: 'Things to do on social media', 'Things not to do on social media', and 'If you do any of the above activities, you may:'. A yellow speech bubble on the right contains a URL. A small photo of hands holding a smartphone is at the bottom left.

JCQ 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:
[jqc.org.uk/exams-office/information-for-candidates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)



What is AI?

- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased



How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

THIS IS CHEATING!



How do I make sure I don't misuse AI?



1 Know the rules

- You're **not allowed** to use AI tools when you're in an exam
- Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
- Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work

2 Reference reference reference!

- If you're allowed to use AI tools, you must reference them clearly
- Name the AI tool you used
 - Add the date you generated the content
 - Explain how you used it
 - Save a screenshot of the questions you asked and the answers you got

3 Declare it's all your own work

– When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references



What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

DON'T RISK IT!



REMEMBER
Misusing AI is cheating!

Know the rules
Talk to your teachers
Reference clearly

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.

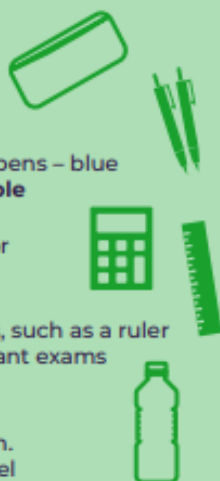
What you cannot take into your exams:

- 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

COPING WITH EXAM PRESSURE

Remember, it is perfectly normal to feel nervous and anxious about your exams.

Exam stress is not always a bad thing – it can help to motivate some students.

The important thing is to learn how to manage your exam anxiety and to prepare thoroughly. This will help you to cope with your exams and will be a great life skill for your future.

The websites below offer lots of really useful advice to help you to cope with exam stress.

[Exam Stress | Coping Strategies | DEAL | Samaritans](#)

[Exam Stress | How To Deal with Exam Stress | YoungMinds](#)

[Coping with exam pressure - a guide for students - GOV.UK](#)

[Info on exam stress - for 11-18 year olds | Mind](#)

FREQUENTLY ASKED QUESTIONS

- **Where will I sit my exams?**

- Most exams take place in the Main Hall. If you use a word processor, you will sit your exams in one of the computer rooms. Some students will sit exams in the Drama Studio or smaller classrooms.
- It is important to remember that the same rules apply in all exam rooms.
- The room you are allocated to, and the desk number you need to sit at, will be shown on your personalised exam timetable and on the exams registers posted outside the Main Hall. Make sure you check your exam timetable carefully before each exam.
- Please report to the Dining Room before all exams.

- **What time do the exams start?**

- The summer exams start at 9.00am and 1.30pm.
- The Pre-Public exams start at 8.45am and 11.30am.
- It is important that you arrive for your exam in plenty of time, and to attend the warm-up or booster sessions for your summer exams.
- If you are late for your exam, you might not be able to sit it.
- If you are unavoidably running late, please contact the school straight away and ask for the Exams Officer once you arrive.

- **Can I sit my exam on a different date or at another time?**

- No. The exam boards set the dates and times for the summer public exams, and all students throughout the country must sit them at the same time.
- You must make every effort to attend your exams.
- If you are really unwell on the day of the exam, please contact the school straight away.
- If you miss a Pre-Public exam, you will need to attend an after-school detention to complete it.

- **Can I sit at any desk in the exam room?**

- No. It is important to sit at the correct desk to ensure we can identify all candidates and that you are given the correct exam paper.
- If you are unsure or cannot find your desk, you should ask an Exams Invigilator.
- If someone else is already sitting at your desk, please let an Exams Invigilator know.

- **Can I wear my own clothes?**

- No. You must wear your full Sir Graham Balfour School uniform for all exams.

- **Who are the Exams Invigilators?**

- They are members of Sir Graham Balfour School staff, and work closely with the Exams Officer and the Leadership Team.
- Their job is to make sure the exams are run correctly on behalf of the school and the exam boards.
- They will make sure you have the best opportunity to do well in your exams, but they cannot help you with the exam.
- Raise your hand if you need to attract the attention of an Exams Invigilator.
- You must listen carefully and follow the instructions given by the Exams Invigilators.

- **What equipment do I need to bring to the exam?**

- Your ID card
- Clear water bottle without a label
- Clear pencil case
- Black pens – including some spares
- Pencil, sharpener, and rubber
- Highlighter pen – to highlight the questions only
- Ruler
- Scientific calculator with the lid removed and the memory cleared
- Protractor and pair of compasses

DO NOT EXPECT TO BORROW EQUIPMENT

- **What am I NOT allowed to take into the exam room?**

- Mobile phones
- Ipods or Ipads
- AirPods, earbuds, earphones
- Smart watches or wrist watches
- Smart glasses
- Any other smart or internet-enabled device
- Calculator lids or formulas
- Calculators with pre-stored information or functionality other than to carry out Mathematical calculations
- Revision notes or books
- Tipex or correction fluid/tape
- Erasable pens or gel pens
- Dictionary

- **What should I do if I realise I have an unauthorised item in the exam room?**

- Hand the item to an Exams Invigilator at once.
- Possession of an unauthorised item is a serious offence and could result in disqualification from your exams, even if you do not intend to use it during the exam.

- **I have lost my ID card. What shall I do?**
 - It is important that you have your ID card for all exams, so please keep it safe.
 - If you lose it during the summer exams, please ask the Main Office staff for a replacement.
 - If you lose it during the Pre-Public exams, please ask an Exams Invigilator for a replacement.

- **Where do I leave my bag and coat during the exam?**
 - If your exam is in the Main Hall, please leave your belongings in the Dining Room.
 - If your exam is in another room, please take your belongings to the exam room and use the bag boxes.
 - Any valuable items, such as mobile phones and watches, can be handed to an Exams Invigilator at the start of the exam. Please make sure all phones are switched off.

- **What happens if I feel unwell or need the toilet during the exam?**
 - If you feel unwell during an exam, raise your hand and an Exams Invigilator will look after you – do not leave the exam room unaccompanied.
 - Always visit the toilet before your exam. Toilet visits are only allowed in an emergency or if you have a toilet pass.

- **What should I do if another candidate tries to communicate with me?**
 - Do not communicate with them in any way – this includes facial or hand gestures.
 - Remain silent from the moment you enter the exam room until you leave.
 - If you communicate with another candidate in any way, we will report it to the exam board, and you may be disqualified from your exam.

- **When can I open the exam paper and start writing?**
 - Only when the Exams Invigilator tells you to.
 - If you do not wait, we will tell the exam board, and you may be disqualified.

- **What should I do if I think I have the wrong exam paper or if pages are missing?**
 - At the start of every exam, you must check that you have the exam paper you were expecting to sit.
 - Check you have been given the correct subject and tier.
 - If you have a coloured or enlarged exam paper, check all pages have been printed correctly.
 - If you are in any doubt, let an Exams Invigilator know at once in case a mistake has happened.

- **What name should I use on my exam paper?**
 - The name you use must be your full legal name – not a preferred or known by name.

- **What should I do if I run out of answer space?**
 - You must write all answers in the designated sections.
 - Extra space for answers can be found at the back of most exam papers – make sure you use the correct question number next to your answer.
 - If you need extra paper, please ask an Exams Invigilator and put your name, candidate number, centre number and exam code on all papers or booklets. These should be inserted into your exam paper at the end of the exam.

- **What if I do not want some of my work marked?**
 - Put a line through the work. This includes any rough work, which must be done in the exam paper.

- **What happens if my pen runs out or my calculator stops working?**
 - Raise your hand to ask an Exams Invigilator for a spare one.
 - Remember to bring more than one pen to your exam.
 - You must not borrow anything from another candidate during the exam.

- **Can I use a highlighter pen?**
 - Only to highlight sections of the question.
 - Do not use highlighter pens in your answers.

- **What happens if the fire alarm goes off?**
 - Stay seated and continue to work.
 - Do not communicate in any way with other candidates at any point, even if you are evacuated from the exam room.
 - Wait for instructions from the Exams Invigilator.

- **How do I know when the exam finishes and how long I have left?**
 - The finish time will be written on the board at the front of the exam.
 - Make sure you are looking at the correct finish time for your exam.
 - There will be a clock in the exam room.
 - If you cannot see the board or the clock, please let an Exams Invigilator know.
 - The Exams Invigilator will tell you to stop writing at the end of the exam.

- **What are access arrangements?**
 - Access arrangements allow students with specific needs, such as special educational needs or disabilities, to access an exam. They allow students to show what they know and can do without changing the exam.
 - If you are entitled to an access arrangement, you will be told in advance by the school's SENDCo.
 - The Exams Invigilators are aware of each student's access arrangements.
 - If you are unsure about your access arrangements, please ask the Exams Officer or the Exams Invigilator.

- **I feel nervous and anxious about sitting my exams in the Main Hall. Can I sit in a separate room?**
 - Exams are stressful for most of us. It is perfectly normal to feel nervous and anxious.
 - There is lots of support to help you to cope with exam pressure, both on-line and in-school. The more exams you sit the less scary they will become.
 - The exam boards do not allow us to provide candidates with a separate room unless we have evidence that the anxiety is a substantial and long-term impairment, and a separate room is the student's normal way of working on a day-to-day basis.

- **I am entitled to extra time. What do I do at the end of the exam?**
 - Continue writing at the end of the 'normal' exam finish.
 - The extra time finish will be written on the board at the front of the exam room.
 - If it is a Pre-Public exam **only**, please complete your extra time work in blue ink.
 - If you finish your exam before the end of the extra time, please raise your hand to let an Exams Invigilator know.
 - You will be asked to sign a sheet to confirm the amount of extra time you have taken.

- **I am entitled to a word processor. Do I have to use it for all answers?**
 - No. You can write some answers, and type others.
 - Remember to put your name, centre number, candidate number, exam code and page number on all sheets, and place them inside the exam paper.
 - Do not forget to save your work regularly.

- **I am entitled to supervised rest breaks. What do I do if I need one?**
 - Raise your hand to let an Exams Invigilator know.
 - Close your exam paper at the start of your rest break.
 - The rest break will usually take place in the exam room.
 - When you are ready to continue working, let the Exams Invigilator know.
 - The rest break time will be added to the length of your exam, and you will be given a new finish time.

- **What happens at the end of the exam?**
 - You must remain in silence until you have left the exam room.
 - Wait for the Exams Invigilators to collect your exam papers.
 - You will be dismissed row by row.
 - Do not take any exam papers or material from the exam room.
 - Raise any concerns you may have about the exam **BEFORE** you leave the exam room.
 - Collect your belongings and return to your normal lesson quickly and quietly – remember, there may still be other exam candidates working.

- **I have finished my exam. Can I leave early?**
 - No. You must stay until the end of the exam.
 - If you leave the exam room unsupervised, you will be unable to return, and you may be disqualified from your exams.

- **When will I receive my exam results?**
 - On Thursday 20 August.
 - Please come into school to collect your results between 8.30am and 10.30am.

- **I am on holiday on results day. How can I get my results?**
 - You can ask a nominated person to collect them on your behalf. Please put this in writing to the Exams Officer ahead of results day.
 - We will post any uncollected results.
 - We can email your exam results. Please provide the Exams Officer with your email address ahead of results day.

- **I am disappointed with an exam result. Is there anything I can do?**
 - Discuss it with your Teacher, who will let you know what options might be available.
 - If your result is a mark or two under the next upper grade boundary, it might be worth considering a review of marking. However, it is important to remember that marks and grades can go down as well as up.

- **When do I receive my exam certificates?**
 - The exam boards issue the certificates in November.
 - Sir Graham Balfour School usually holds a collection event in December.
 - We will post details about the collection event on the school website and Facebook page.
 - Please keep the certificates safe – they are expensive to replace and will be needed for job and education applications throughout your life.

- **I have another question that is not raised in this booklet. Who can I ask?**
 - Exams Officer
 - Head of Year 11
 - SENDCo
 - Your 11 Form Tutor
 - Leadership Team
 - Your Subject Teachers

GOOD LUCK IN YOUR EXAMS!