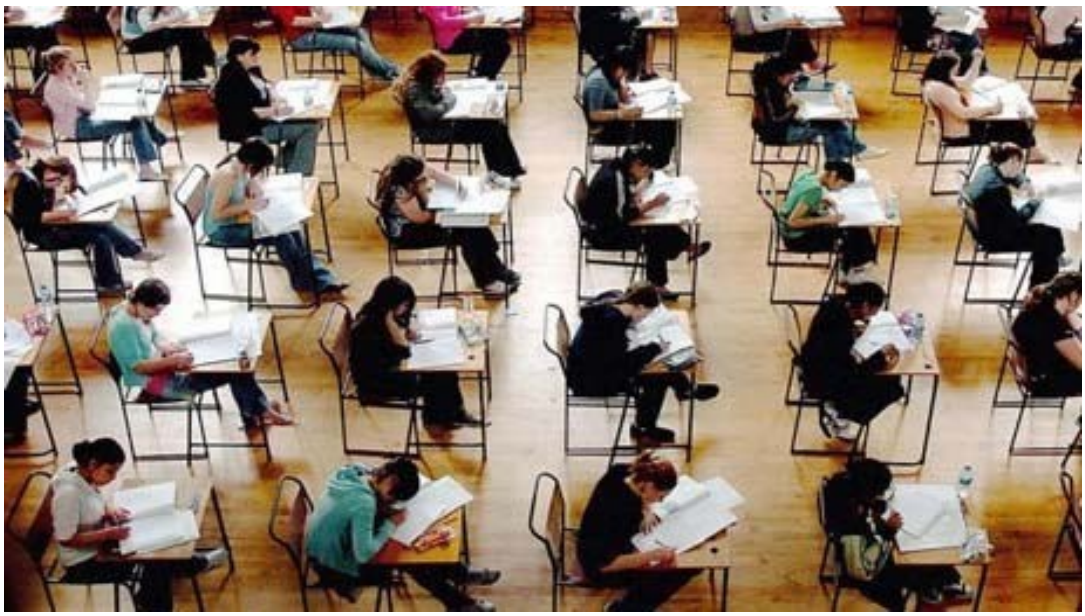
TEIGNMOUTH
Community School
Thrive · Care · Succeed



Student Guide to Exams

Your exams are rapidly approaching. This booklet is designed to offer you help and advice in preparation for these exams.

This booklet also states the rules and regulations of the Exam Boards that you must adhere to. If you do not follow these rules then you may be disqualified from your exams.

Read this booklet carefully and if there is anything you do not understand, please ask a teacher or the Exams Office for help.

September 2026 to July 2027

Introduction

Exams can be a stressful time for students and parents and it is important that all those involved are as well informed as possible. Well informed students will realise that the rules and regulations are designed to ensure fairness and minimise disturbance and it is in the interest of everyone that the examinations run smoothly.

PPE examinations are run to the same standards in order that students are familiar with the examination protocol in readiness for their 'real' exams.

If you have any questions or concerns, then please feel free to make enquiries to the Exams Office via Email:

Sarah.goodman@teignmouthschool.co.uk

Nicola.stentiford@teignmouthschool.co.uk

Miss Sarah Goodman, Examinations Officer
Miss Nicola Stentiford, Examinations Assistant

Exam Timings

Morning PPE exams begin at 08.45
Ensure you are outside your exam room by 8.35

Afternoon PPE exams begin at 13:15
Ensure you are outside your exam room by 13.05
GCSE Morning exams begin at 09.00
Ensure you are outside your exam room by 8.45

GCSE Afternoon PPE exams begin at 13:30
Ensure you are outside your exam room by 13.20

The duration of exam papers varies, from 30 minutes to 3 hours.

This could mean that some exams finish later than the end of the normal day so appropriate arrangements for getting home should be made.

EXAM CHECK LIST

Aim to arrive at school 30 minutes prior to the start of an exam. It is much better to leave yourself plenty of time in case of problems with the journey.

When taking exams, bags, blazers, coats or hoodies and mobile phones should be left in the designated areas. Because of this, it is recommended that you do not bring valuables with you to the exam.

Phones – **Students must not have mobile phones in their possession** *either on or off*. If a device is found on you, the minimum penalty is disqualification. To remind students of this important rule we will be making random checks using hand-held metal detector scanners, this is common practice now in many schools. **Your phone must be in a yondr pouch and switched off**

You should not have notes, pagers, Ear pods/ Air pods/MP3/4 players, smart watches, fit bits, smart glasses - etc. in your possession – leave them in your bag (Switched Off!). Ordinary wrist watches are no longer allowed on the exam desk but must be left in your bags. There will be clocks visible to all

EXAM CHECK LIST

You must bring with you all the correct equipment needed to do your exams. In a **clear** pencil case. **Use black ink only. Do not use gel pens.**

In an exam where you have a calculator, you should leave the cover in your bag.

There is absolutely no talking or communication between students once you enter the exam hall. If you have any questions, you should raise your hand and an invigilator will come to you.

You should wear your full uniform in all your exams.

Only small 500ml water bottles are allowed in the exam hall. These should be clear bottles with the labels removed, **with a sports top** lid.
Remember to go to the toilet before the exam starts. Only students with a medical condition will be allowed a toilet break. If it is an emergency you will need to remove any coat/blazer and show that all pockets are empty, You may be asked to pull up your sleeves to check your arms. The toilet will be checked before you are allowed to enter.

During the Exam

* Read the instructions on the front of the question and answer papers carefully, so you understand what you need to do.

* Fill in any information on the front <u>when told to do so.</u>

* Work carefully and write clearly.

* Don't rush. Pace yourself—if you have two hours to answer four questions, for example, make sure you spend half an hour on each. Exam questions are carefully designed and tested—they should take the estimated length of time to complete.

* Show all your working/rough work. Cross it through when you've finished with it. Hand it in with the rest of your answers.

* Leave yourself 5-10 minutes at the end to read through and check all your answers. Boring though this may seem, it is vitally important; you can often find mistakes/omissions and put them right. It could mean the difference between a Grade 4 and a Grade 5!

During the Exam...

Put your hand up if:

- You need more paper
- You feel unwell
- You have a particular problem and don't know what to do

Do NOT damage or deface your candidate ID card which will be placed on your desk in all exams. The invigilators need to be able to see the information at all times, for identification purposes.

At the end of the exam, stop writing when you are told to.

Make sure your name, candidate number and centre number are on all separate pieces of paper you hand in.

Exam conditions DO NOT end until you have left the room.

Don't be tempted to talk/turn around/communicate in any way with other people. Your paper could still be cancelled.

You must not leave the exam room until you are told to do so.

Exam techniques

- If you feel you've forgotten everything, it may be just nerves. Take a few deep breaths to help you stay calm.
- Read the instructions; make sure you know how many questions to answer.
- Take your time, read all the questions carefully until you understand exactly what is needed.
- Look for the command words. Identify key words before you answer the question.
- Use your answer book to brainstorm and mind-map content or ideas as you go but do not write anything until the Invigilator has said “start”. This will also help jog your memory if you 'draw a blank'.
- Remember to cross out any draft work you don't want marked.
- Write neatly.
- Answer the questions given on the paper, not the questions you were expecting.
- Use the allocated marks to guide how much time you spend on each answer.
- If you can't answer a question, move on to the next question and come back later.
- Leave space between answers so if you want to expand on any later, you can add to them neatly.
- Allow time to check back over your work.

Managing exam stress

Everyone gets nervous; it's a normal part of exams. While it's not so easy to stop feeling nervous, you can use relaxation techniques to keep your nerves under control and focus on what you want to achieve.

Here are some tips and techniques you can try if you feel stressed before and in exams.

Before your exams

- Being prepared and doing the work will always help you feel more confident about sitting your exams, so do as much revision as you can.
- Celebrate your successes in revision tasks and know when you do well.
- Meditation and exercise are great ways to help clear your mind, leaving you feeling refreshed and energised. Plan something for first thing in the morning – if you start your day well, you are more likely to stay calm.
- Use deep breathing to relax your body and mind.
- Eat the right foods and drink lots of water – too much coffee and sugar for example can make you feel more anxious as they are stimulants.
- Use positive language with yourself and visualise your exams going smoothly.
- If possible, avoid classmates who are highly stressed or who want to talk about the exams.
- Practice your relaxation techniques so they are natural to you by exam day.

.

In your exams

- Breathe – take some deep breaths to relax your body and mind. This will really help if you freeze up or are struggling to get started.
- Focus on your paper. Block out the exam room and other students.
- Read the entire question paper, answering the questions you feel most comfortable with. By answering these first, you will feel more confident and settle into the rest of the exam.
- Stuck with a question? Leave it. Work on the next one and then come back to it.
- Remember, it's not a race. You've been allocated a set amount of time – use it and make sure you have done as much as you can.
- Keep a good attitude and use positive language with yourself; your nerves will pass and you're not alone.

If I'm late can I still sit the exam?

Provided you are not more than 1 hour late, for an exam that lasts 1 hour or more, it may be possible for you to still sit the exam. You should get to school as quickly as possible and report to The attendance hub A member of staff will escort you to the exam room. You **must not enter** the exam room without permission once an exam has started.

It may not be possible to allow you extra time if you start the exam late. You should also be aware that for exams lasting less than 1 hour, if you start an exam 30 minutes after the published starting time, the school must inform the exam board and it is possible that they may not accept your work.

Timetable clashes

It will be indicated on the timetable if there is a clash of exams, with details of which exam to sit first and the start time of the following exam.

Arrangements will be made for you to take the subjects one after the other, or later in the same day. If you need to be supervised over lunchtime, you will need to bring a packed lunch and a drink with you as you will not be allowed to use the catering facilities

If this happens to you, you will be supervised by an invigilator at all times in-between your exams.

If you notice a clash on your final timetable which has not been resolved, you must tell the Exams Office immediately.

What to do if you are ill on the day of an exam?

If you are feeling unwell we suggest you come to the exam and we can assess the situation when you arrive. In most cases, it is better to take the exam if you can.

You cannot sit the exam at another time

If you are ill and unable to attend an exam, it is vital you phone the school first thing in the morning and ask to speak to the Exams Office.

School Office Tel: 01626 774091

If you do not attend an exam without a valid reason, it is possible that you will be charged for that exam.

If in doubt—phone the school

A Level Results will be released

Thursday 12 August 2027

GCSE Results will be released

Thursday 19 August 2027

Students will be invited into school on the above days to collect their results. Further information will be sent out nearer the time regarding the arrangements for Results Day.

Certificates

Certificates are issued by the Examination boards once the results have been released and the deadline for any reviews have passed. They will be available for collection in November.

Information regarding the collection of certificates will be given nearer the time.

Appendix 3
Warning to candidates

1
You **must** be on time for all your examinations.

2
Possession of a mobile phone or other unauthorised material is not allowed even if you do not intend to use it. You will be subject to penalty and possible disqualification from the examination or qualification.

3
You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

4
You **must** follow the instructions of the invigilator.

5
You **must not** sit an examination in the name of another candidate.

6
You **must not** become involved in any unfair or dishonest practice in any part of the examination.

7
If you are confused about anything during your examination, raise your hand to speak to an invigilator.
Do not speak to or disturb anyone else.

The *Warning to candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

JCQ CIC© 2026 – Effective from 1 September 2026

JCQ CIC

AQA · CAMBRIDGE OCR · City & Guilds · CCEA · NCFE · Pearson · wjec cbac

NO MOBILE PHONES
NO SMART GLASSES
NO WATCHES

NO STORAGE OR WEB-ENABLED DEVICES

Possession of unauthorised items
is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

©JCQ CIC 2026 - Effective from 1 September 2026

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

Things to do on social media:

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

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

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

A Year in Exams

2026 – 2027

November	**2nd– 6th** GCSE Re-sits Eng & Maths **9th – 13th** Year 11 PPE's **16th** Yr 11 MFL Speaking assessments PPE
December	**1st – 4th** Sixth Form PPE's
January	**6th – 14th** BTEC Exams
February	**1st – 11th** Year 11 PPE's
March	
April	**14th** Yr 11 MFL speaking assessments **29th** Summer Exams start
May	**4th – 7th** Year 10 PPE's **30th – 4th June** Half term, break from exams
June	**18th** Last exam **15th** – Yr 10 MFL Orals
July	
August	**12th** GCE results day SFC **19th** GCSE Results day, invigilators welcome to attend Auditorium.

5 TOP TIPS FOR EFFECTIVE EXAM REVISION

AS RECOMMENDED BY PREVIOUS UNIVERSITY STUDENTS!*

1. START EARLY

Don't leave it to last minute! Start revising a couple of weeks before your exams to give your brain time to absorb.

2. PLAN YOUR TIME

Failing to prepare is preparing to fail, so plan wisely. Make a schedule to document what you will revise and when!

3. AVOID YOUR PHONE

Revision is tough, but looking at social media every ten minutes won't help you learn! Put your phone away so you can focus.

4. PRACTISE!

Athletes don't win gold without rigorous training, and neither will you! Actively practising (e.g. doing mock exams) can help re-inforce knowledge.

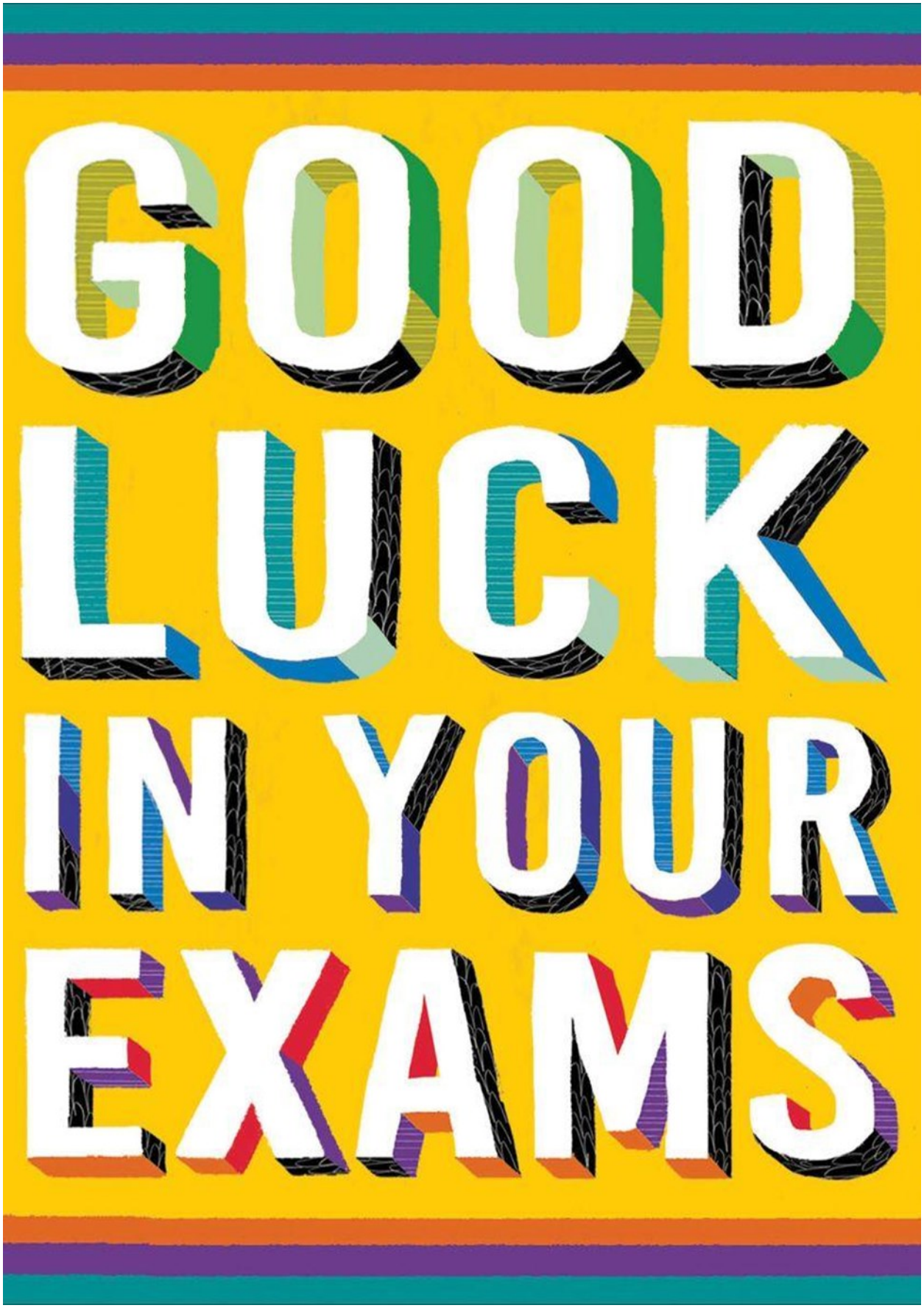
5. TAKE BREAKS

Your body needs rest in order to get stronger, and so does your brain! Be sure to take regular breaks during revision - your mind will thank you.

Good luck!

SiMPLY EDUCATION

*A focus group of 5 University graduates was used to collect information for this infographic


GOOD
LUCK
IN YOUR
EXAMS