



# Candidate Exam Handbook

**Community • Creativity • Achievement**

## GCSE Examinations

### 2025 / 2026

**Guidance for Students and Parents**



## Community ● Creativity ● Achievement Centre Number 32397

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# Community●Creativity●Achievement Centre Number 32397

## Introduction

Summer 2026

Parrs Wood School is committed to ensuring that candidates are fully briefed on the exam and assessment process in place at the school and you are made aware of the required JCQ awarding body and GCSE instructions and information for candidates.

## Candidate Details

### **Candidate Name**

Candidates are registered using legal names, not preferred names and should be the same as birth certificates and passports.

### **Candidate Number (also referred to as Exams Number)**

Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. (example: 0321)

### **Unique Candidate Identifier (UCI):**

In addition to a candidate number, each candidate has a Unique Candidate Identifier (12 numbers and 1 letter), which is shown on your provisional timetable. This number will usually begin with the Centre Number (**32397**) unless you have transferred from another school that had already issued your UCI.

Your UCI is used for administration purposes, and it is not necessary for you to remember it.

## Exam Timetable

**Candidate Timetable** – On receiving your Exam Timetable please check that all levels of entry and exam information is correct. Paying particular attention to all your personal details, date of birth, spelling of names are accurate as these will appear on certificates, and it may be difficult to change them once certificates are awarded. Exam Timetables are on Edulink, these are continually updated during the exam season.

Please contact Mr. Mansfield (Examinations Officer) immediately if you discover any omissions or errors. [p.mansfield@pwhs.co.uk](mailto:p.mansfield@pwhs.co.uk)

## Contingency Day

The awarding bodies will designate a date in June as a 'contingency day' for examinations (**WEDNESDAY 24<sup>th</sup> JUNE 2026**) This is consistent with the qualification regulators' document exam system contingency plan: England, Wales and Northern Ireland - [www.gov.uk/government/publications/examsystem-contingency-plan-england-wales-and-northern-ireland](http://www.gov.uk/government/publications/examsystem-contingency-plan-england-wales-and-northern-ireland)

The designation of a 'contingency day' within the common examination timetable is in the event of national or significant local disruption to examinations in the UK. It is part of the awarding bodies' standard contingency planning for examinations.

We must remind candidates that they must remain available until the end of the academic year until advised otherwise by Ofqual / JCQ.

## Exam Clashes

If you have an exam clash, we will write to you letting you know how that clash will be resolved. An exam clash is when you have two exams in the same subject or different subjects scheduled for the same time.

If you have a clash the following information explains what will happen.

- You will be kept under supervision in between your two exams.
- During this time, you can revise, however you must not have access or have on your possession any electronic communication/storage devices or have access to the internet. (All revision material should be left with an invigilator at the beginning of your first exam.)
- during this time, you cannot have contact with other pupils, except those pupils who are being supervised in the same room as you.
- It is advisable to bring a lunch or a snack and a drink.
- You will be collected from your first exam by an invigilator and taken to another location or room where you will begin your next exam.

If you do not understand your clash instructions, please speak to Mr. Mansfield (Exams Office) or Mr. Waites.

## Exam Venues

The main cohort of examinations will be held in the Sports Hall. Other Examinations including Listening Tests for Languages, some Media Examinations will be held in different locations, you will be notified in advance where these examinations are taking place.

## Exam Invigilation

Exams are supervised by a team of experienced external invigilators. Our Invigilators must follow the strict guidelines set by JCQ. Please note that invigilators cannot discuss the examination paper with candidates or explain the questions during the exam.

## Exam Start Time

The start time for exams at Parrs Wood High School are:

- **09:00 am** for morning exams
- **13:00 pm** for afternoon exams

You should aim to arrive at school at least 10 minutes before the start of your exam, once you have registered, and checked the exam board make your way to your exam venue.

You must remain seated and in silence until the end of your exam.

If you are entitled to extra time, you will not be allowed to leave the exam room until the end of your scheduled exam time. (Unless this is part of your Exam Arrangements)

## Exam Conditions

Candidates must not enter the exam room until directed to do so by the Examination Officer, Headmaster, Deputy Head, or Senior Invigilator.

An exam briefing for all candidates will be given by an Examination Officer or Senior Invigilator in the exam venue before the exam begins.

Remember:

- You are under exam conditions from the moment you enter the exam room until you are given permission to leave.
- Candidates must listen to and always follow the instructions of the invigilator in the exam room.
- Candidates must not talk to, attempt to communicate with or disturb other candidates once you have entered the exam room.
- You should write clearly and legibly.
- The Centre Name is **Parrs Wood High School** and Centre Number is **32397** this will be displayed on the white board at the front of the exam room.
- Exam board, subject title, tier, paper number; and the actual starting and finishing times (AM or PM), and the date of each exam will be displayed on the guidance board.
- We will announce clearly to the candidates when to complete the details on their answer booklet, and announce any additional information.
- We will announce clearly to the candidates when you can start your examination, your exam will formally start at this point.
- We will specify the time allowed for your exam.

## Where Will You Sit In an Exam Room?

- There will be a room seating plan displayed on the exam notice board the day before your exam for you to familiarise yourself with.
- There will be a seating plan outside of your exam venue, with your name, seat number and candidate number, please arrive 10 minutes before the start time.
- Please find your desk as quickly and quietly and sit down, once you enter an exam room you are under strict exam conditions (please refer to JCQ Warning to Candidates)
- If you require assistance, put up your hand and an invigilator will attend to you, do not communicate, or disturb any other candidate.

## Exam Papers and Answer Booklets

Please Remember it is your responsibility to check you have the correct question paper and you are sitting the correct exam – check the day, date, subject, unit/component, and tier of entry (if appropriate) If you think you have been given the wrong exam paper, please raise your hand and notify an Invigilator immediately.

## At The End of the Exam

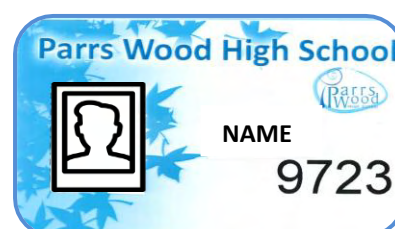
An invigilator will make an announcement informing you to stop writing or stop working and put down your pens, this will be end of your exam.

- No candidate will be allowed to leave the room until the end of the published exam time.
- If you are entitled to extra time, you will not be allowed to leave until the end of your extra time.
- Candidates must remain seated until all papers have been collected and the Senior Invigilator instructs you to leave.
- When you leave the exam venue you should walk out in complete silence, and refrain from talking until you are well away from the exam room so that you do not disturb your fellow-students who are still working.

## Candidate Identity

For the Examination Season you will be provided with a candidate Identity card. This is used by the invigilators to ensure that the correct candidate is sitting the correct examination. The card has on it your Photograph, your Name and your 4 digit Exam Candidate Number.

The card **must be brought with you to every examination**, and placed face up on your exams desk.



## Equipment

Only authorised material can be brought into the exam room: **Black Pens, pencils, pencil sharpener, eraser, compass, ruler, protractor, highlighter, and a calculator.** You must bring all your equipment to every exam, if you are not allowed to use a particular item you will be informed in the briefing before your exam starts, you must hand in all unauthorised equipment to the Invigilator.

- Remember that you need to write in **black ink** (Please bring spare pens)
- **Do NOT use any of the following:**
- Correcting pens, fluid, or tape
- Erasable pens
- Highlighters can only be used on Question Papers and **Must Not** be used on your answers.
- Gel Pens
- You must have a clear pencil case containing authorised equipment only (these can be obtained from the Reward Shop)
- Your water bottle must be clear / transparent and have no label or writing on it

You may use coloured pens or inks for diagrams, maps, charts etc. only if your exam allows them, instructions and information will be given to you in the briefing.

## Using Calculators

You must be aware of awarding body instructions regarding the use of calculators in your exams which state:

Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

It is really important that you bring a calculator to every exam, you will be asked to leave it in your bag if you are not permitted to use it in the exam.

- *Please seek further advice from Mrs. Anderson, Head of Maths for additional guidance.*

Calculators must be:

1. Of a size suitable for use on the desk
2. Either battery or solar powered
3. Free of lids, cases and covers which have printed instructions or formulae.

Calculators must not:

*Be designed or adapted to offer any of these facilities:*

1. Language translators
2. Symbolic algebra manipulation
3. Symbolic differentiation or integration
4. Communication with other machines or the internet
5. Be borrowed from another candidate during an exam for any reason.

6. Have retrievable information stored in them. This includes:

- Databanks
- Dictionaries
- Mathematical formulae
- Text

Candidates are responsible for the following:

- The calculators power supply
- The calculators working condition.
- Clearing anything stored in the calculator.

### Food and Drink in Exam Rooms

- A clear / transparent plastic bottle of water (Juice is not permitted) is allowed in the exam room, all labels must be removed before entering the room.
- NO other drinks or food will be allowed in the exam room unless you have a medical need that has been discussed with Mr. Mansfield, Examinations Officer.

### What Should You Wear

It is a requirement that you wear your full Parrs Wood School Uniform for all your exams. There will be no exceptions made. You should not have anything written on your skin and will be asked to remove it if you have.

### What to Do If You Arrive Late for an Exam.

It sounds obvious, but...ensure that you know the scheduled date your exam will take place and whether they are morning or afternoon exams.

- A register is taken at the start of each exam to check that all candidates are present **if you are running late for your exam, you or your parents/carers must call the school Office on 0161 445 8786 requesting to urgently speak to a member of the Key stage 4 office** so that we are aware of your position.
- If you find that you are running late don't panic! When you arrive at school you should report to the Main Entrance and a member of the school office staff will contact either Mr. Mansfield or Mr. Waites or another relevant member of the SLT or Key Stage Office.
- If you arrive for your exam within an hour of the PUBLISHED START TIMES you will be allowed to take your seat and begin your exam, you will be given the full amount of time for that exam.

**If you are going to be “VERY LATE” for an exam – i.e. more than an hour after the published start times – you must call us as early as possible.** Even though we will allow you to sit the exam, and give you the full time for the exam, you should be aware that the exam board may not accept your completed paper. You will need to prove that you have not had access to the internet whilst making your way into school. The best way to do this is:

- Avoid public transport.
- Ask your parent/carer to drive you to School and ensure you give them **all internet enabled devices** you may be carrying e.g. mobile phone, smartwatch etc.
  
- You and your parent/carer will be asked to sign a letter confirming that you have not had internet access.
- You and your parent/carer will be asked to make a written statement giving the details of your movements pre-your exam.
- The decision about whether to accept your script is at the discretion of the exam board.

### What to Do If You Are Unwell on the Day of an Exam

**If you feel unwell on the day of your exam:**

- You or your parent/carer should call ahead to the school Office and let us know so that we can help you as best we can when you arrive.
- Once you are here, speak to Mr. Mansfield (Examination Officer) or Mr. Waites or one of the invigilating team before your exam and update us on how you are feeling.
- We will do what we can to help you – for example seat you close to an exit in case you need to leave the room or place a sick bucket next to your desk.
- If you feel unwell during an exam:  
Let the invigilating team know as soon as possible what is wrong so that they can take any measures possible to assist you.

### What Happens in The Event of an Emergency in the Exam Room

**In the event of the emergency bell sounding the following will happen:**

- The invigilator will ask you to stop writing, close your answer booklet and put your pen down/stop working.
- The invigilator /Examination Officer/ SLT will evacuate the room if there is clear danger.
- If there is no clear danger to candidates the invigilator will await instructions from SLT, who will be with you very quickly.

- **In the event of a false alarm:**
- You will be given a few minutes to compose yourself and get ready to start.
- The amount of time lost will be added on to your exam time. The new finish time will be clearly written on the board at the front of the room.
- **If an evacuation is necessary:**
- The invigilator will ask you to line up in complete silence and leave the exam venue, you must not communicate with any candidate during the evacuation as this may compromise the exam security and will mean that the exam may have to be abandoned, or you will be disqualified from the exam due to malpractice.
- Once you have returned to the exam room your new finish time will be calculated and you will be given time to compose yourself before the exam is re-started.

## Results

**GCSE results** will take place on **20<sup>th</sup> August 2026, between 8:00am and 12:00am**

We strongly advise students to attend with their parents/carers to collect results, where we will have a Parrs Wood High School team, consisting of Head Teacher, Deputy Head Teacher, Heads of Departments to offer you guidance and support. No results will be given out by telephone under any circumstances.

If you are unable to attend results day, you are required to complete a candidate permission form (Google Documents) or provide the exam office with a self-addressed envelope. Your results will be posted to you during the Results Day for Email or the following day for post.

## Post Results

If your results are not as you expected there are various options available within the Post Results Services you can find additional Information by following this link:

[www.jcq.org.uk/exams-office/post-results-services](http://www.jcq.org.uk/exams-office/post-results-services)

It is important that you discuss any review options with your subject teacher before applying – **as marks can go up or down and there is no option to revert to a previous, higher mark.**

Please note that these services only apply to exams taken in the 2025 Summer Season. The deadlines for applications are final and it should be noted that scripts are destroyed after a certain time so these services must be applied for as soon as possible after receiving your results. The Deadline date will be 24<sup>th</sup> September 2026, no applications can be made after this date.

There will be a fee for all Post Results Services as outlined by the Exam Boards.

Applications will not be submitted to the Board without payment having been received. If you require a review of a subject involving more than one unit, the review fee is payable for each unit. **It is most important that you consult with a relevant subject teacher / (Deputy) Head Teacher before applying for Post Review Services.**

Further Details will be sent to you nearer the time showing you the options and fees.

## Certificates

### Issue:

- GCSE Certificates will arrive in school in the autumn term and will be presented at Parrs Wood High School GCSE Certificate Collection Day. (November 2026).
- Date to be confirmed.

### Collection:

- If you are unable to make Certificate Collection, there will be the opportunity to collect your certificates from the school Reception after this evening. When collecting you will need to bring your ID, if you send someone else to collect them on your behalf, they will require a letter of authorisation from you and provide ID.

### Unclaimed:

- Awarding bodies prescribe that unclaimed certificates may be destroyed after they are held for a period of 12 months from the date of issue. If you do not collect your certificates within this period, they may no longer be available to you. After this period, awarding bodies will be able to issue you a statement of your results (not a full certificate as originally issued) and will charge you for this service. You should apply directly to the awarding body for this service.

## Contact Details

Parrs Wood High School Main Office 0161 445 8786

Head Teacher: Mr. McElwee – [m.mcelwee@pwhs.co.uk](mailto:m.mcelwee@pwhs.co.uk)

Director of Learning Key Stage 4: Mr. Waites – [m.waites@pwhs.co.uk](mailto:m.waites@pwhs.co.uk)

Examination Officer: Mr. Mansfield - [p.mansfield@pwhs.co.uk](mailto:p.mansfield@pwhs.co.uk)



**Examples of Approved Water Bottles:**



**Examples of Unapproved Water Bottles:**



**Attached Documents:**

- Unauthorised Items
- JCQ Warning to Candidates

★ *Wishing you every success in your exams.* ★

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## Frequently Asked Questions

### Q. What do I do if there's a clash on my timetable?

The school will re-schedule papers internally, on the same day, where there is a clash of subjects. Candidates will normally sit one paper then have a break, during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. These re-scheduled times will be printed on your exam timetable and you will be issued a letter with all clash details explained separately, too. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain supervised until both examinations are completed. If in doubt, please speak with Mr Mansfield. Remember that the exam days are chosen by the exam boards and not by us.

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

Invigilators will ask you to check this before the exam starts. If you think something is wrong, put your hand up and tell the invigilator immediately.

### Q. What do I do if I forget my Candidate Number or the Centre Number?

Candidate Numbers are printed on your exam identity card and on seating plans, which are displayed outside the exam rooms. Invigilators will be able to help you find your number. The Centre Number is 32397. It will be clearly displayed in the examination rooms.

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

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

### Q. If I'm late can I still sit the examination?

If you are late for an exam, it will still be possible for you to sit the examination in most cases. You should get to school as quickly as possible and report to Reception. A member of staff will take any electronic devices from you and escort you to the exam room. You must not enter an exam room without permission after an exam has started. It may not be possible to allow you any extra time if you start the examination later. You should also be aware that if you start the exam after the published starting time, the school must inform the awarding body, and it is possible that the board may decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed, (e.g. through transport problems) you will still arrive on time.

### Q. If I miss the examination can I take it on another day?

No - not in the external exams, we can only rearrange mock exams.

### Q. What do I do if I have an accident or if I am ill before the exam?

Inform school as soon as possible so that we can help or advise you. In the case of an accident that means you are unable to write, it may be possible to provide you with a scribe to write your answers, but we will need as much prior notice as possible. You will need to obtain medical evidence (from your GP or hospital) if you would like the school to make an application for Special Consideration on your behalf (see below).

### **Q. What is an appeal for Special Consideration?**

Special Consideration is an adjustment to the marks of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided by the board. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course, but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness (affecting performance on the day of the exam), accident or injury, bereavement, or domestic crisis. If any of these circumstances apply to you during your exams, you should speak to your Key Stage Welfare Lead/ Head of Year who will inform Mr Mansfield, so that the necessary paperwork can be completed. The candidate will be required to provide evidence to support such an application

### **Q. What equipment should I bring for my exams?**

There is an Exam Equipment Checklist on the school website and on page 5 of this booklet. Subject teachers should advise you about specific equipment you need for exams, e.g. calculator, coloured pencils etc. You are responsible for providing your own equipment for examinations. If you forget to bring a calculator, then a few spare calculators are there to borrow, sit at your seat, raise your hand and an invigilator will help with this.

The school supply equipment for candidates, we have an individual pencil case allocated for each table, these must be left on the table at the end of each exam, in readiness for the next exam. You must not attempt to borrow equipment from another candidate during the examination.





## 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 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.**

## Warning to candidates



 AQA	 City & Guilds	 CCEA	 OCR	 Pearson	 WJEC
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**Your Notes:**

## Information for Candidates – Privacy Notice

AQA – <https://www.aqa.org.uk/privacy-notice>

OCR – <https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/>

Pearson – <https://www.pearson.com/en-gb/privacy-center/privacy-notices.html>

WJEC – <https://www.wjec.co.uk/home/privacy-policy/>

NCFE - <https://www.ncfe.org.uk/customer-and-learner-support/customer-support/legal-information/privacy-notice>

JCQ - <https://www.jcq.org.uk/about-us/privacy-policy/>

