



MIDDLEWICH
HIGH SCHOOL

Exams Handbook 2026/27

Introduction

This booklet has been written to let you know what to expect, and what is expected of you, when you sit your exams.

Regulations

The school runs exams on behalf of The Joint Council of Qualifications (JCQ). The JCQ set the regulations and rules that both you and the school must follow. It is important that you know what the rules are, and that you abide by them.

The JCQ information for candidates document can be found on the school website under school information > Exams > Information for candidates.

Malpractice

This is a very serious issue and any suspected malpractice will be investigated and reported to the awarding body where necessary.

If a student or the school breaks any of the JCQ rules and regulations it is called Malpractice. The JCQ inspector can, and will, come to the school at any time, without notice, to check that all of the rules and regulations set by them are being respected.

The Invigilation team also has to report any possible malpractice to the Exams officer who will report the candidate to the Exam Board. The Exam Board will decide on the outcome of the malpractice investigation, the school has no influence over their decision.

Malpractice can result in the candidate being disqualified from the individual paper, the qualification or all qualifications.

Malpractice includes, but isn't restricted to:

- Any form of disruption, interaction or communication with other candidates once you have entered the exam room.
- Having a mobile phone, watch, ear pods, earbuds or earphones or any other electronic/smart devices with you in the exam room. The only items you should have are the equipment needed for the examination.
- Introduction of notes into the exam room, this includes writing on yourself.
- Refusal to follow instructions given by EO or Invigilators.

Plagiarism

This is the practice of taking someone else's work or ideas and passing them as your own. If plagiarism is suspected it will be investigated and reported to the awarding body if necessary. This may lead to disqualification from the assessment or even the whole qualification.

Before the Exams

Timetables

Your individual timetables will be available via Arbor. This timetable will show you the exam subject, tier and paper number of the exam, the date, time, duration, room and seat numbers for all of your exams.

Please check it carefully. If you think that something is wrong, contact the Exams Office immediately.

Clashes

Some exams do clash - Don't panic!

If you have two exams timetabled at the same time they will usually be sat one after the other with a short-supervised break in between if needed. Clashes DO NOT take place during the internal ST examinations.

Candidate number

Each candidate has a four-digit number. This is the number you will need to enter on every exam paper that you sit. Please try and remember it!

ID

ID cards will be on your desk when you enter every examination. These are to stay on your desk facing up at all times. They are not to be written on, marked or destroyed by students as they are needed for every exam.

Before the Exams

Equipment

- Candidate ID card
- Clear water bottle (NO LABEL)
- Clear Pencil case for your equipment.
- Black Pens x3
- Pencil and rubber
- Highlighter (to highlight the question only)

Specific Equipment for Subjects

Maths	Science	Geography
Black pens Pencil Ruler Rubber PROTRACTOR PAIR OF COMPASSES SCIENTIFIC CALCULATOR	Black pens Pencil Ruler Rubber PROTRACTOR SCIENTIFIC CALCULATOR	Black pens Pencil Rubber 15cm RULER CALCULATOR

Exam day

Make sure that you check your timetable - make sure that you know your room and seat number.

Arrive 15 minutes before the exam start time and wait quietly.

You must wear your full school uniform. Any clothing that is not uniform will be asked to be removed before entering the examination room. Hooded tops are not allowed in the examination room.

You may bring a water bottle but it must be clear, resealable and all labels should be removed. Electronic devices must be switched off and in your bag with any other unauthorised material. Empty your pockets into your bag to ensure that you don't accidentally introduce items into the exam room as this will have to be reported to the Exam Board as malpractice.

Toilet breaks are not permitted during exams that are 1hr30 minutes and under unless you have a medical toilet pass.

Invigilators

Invigilators are employed by the school to supervise exams and are trained in exam room procedures. Their main role is to ensure that you and the school are following the rules set out by the awarding bodies and that each session runs smoothly. If they suspect anything suspicious or are concerned about the behaviour of a student they will report it to the exams Officer who will inform the awarding bodies.

Starting your exam

As soon as you enter the exam room you are considered to be subject to JCQ rules and regulations. Do not speak or in any other way communicate with another candidate once in the room. You must enter the exam room in silence.

It is vital that you sit in the correct seat and face forwards at all times. If you find someone else there, tell an Invigilator immediately. Make sure that you have the correct paper in front of you, if you are unsure then inform an Invigilator. Do not write on your exam paper until told to do so. Once everyone is seated the Exams Officer or Invigilator will start the JCQ notice at the beginning of every exam and then tell you to start. You must not open your exam paper until instructed to do so. Ensure that you have your name, candidate number and centre number on your paper.

If you have a question or concern at any point raise your hand and wait for an Invigilator to come to you. Quietly explain the situation and the Invigilator will take the appropriate action.

If you think that you have not been given the expected Access Arrangement's for the exam then it is your responsibility to raise this with an Invigilator.

Exam day

During the exam

Do not leave the exam hall during the examination time without an adult present, if you leave unsupervised you WILL NOT be allowed back into the examination. Students must not communicate in any way with any other student until the exam has ended and they have left the exam room. If you need help please put your hand up and wait for an invigilator.

Extra paper

If you need extra paper during the exam to write on, raise your hand. All extra paper that you are given will be returned to the exam board with your completed paper. Please ensure that your name and candidate number are on all additional paper that you are given.

Illness

If you are ill on the day of your exam it is really important that you inform the school as soon as possible.

If you are ill during an exam, raise your hand and let an Invigilator know.

At the end of the exam

Ensure all extra answer sheets/ paper have your name and candidate number on. Sit quietly and hand your paper to the Invigilator who comes to collect it from you. All candidates will remain in the exam room until directed to leave. Remain in your seats, in silence, facing forward until you are dismissed. Remember that there may be other exams still in progress so please leave the room in silence and sensibly.

Emergency procedure

If the fire alarm sounds during an exam, listen carefully to the invigilator and follow their instructions.

Remain silent.

Close your question papers and leave everything on your desk.

When directed, follow the Invigilators to the designated area, do not go back to your form group.

The register will be taken and we will go back to the exam if possible and your remaining time will be given. The Awarding body will be notified of the disruption.

If you are evacuated from the exam room you must remain under examination conditions, so do not communicate/ interact with anyone other than the exams staff.

If you are late....

Please don't be late! However, if you do arrive late go straight to your exam room and make yourself known quietly to the Exams Officer or an Invigilator. They will give you the full time allowed.

Please be aware that the Exam Board may not accept work from a candidate that has arrived very late.

If you arrive more than 1hr after the published start time for the exam, you may not be allowed to take it.

Contingency day

In the event of a national/ local emergency that prevents exams running as scheduled, awarding bodies specify that students must remain available for exams up to and including the contingency day which is usually towards the end of June. Please be mindful of this when booking holidays.

The contingency dates are below.

Wednesday 24th June 2027.

Results

Summer 2027 results will be made available to students on the following date.

Thursday 19th August 2027

Results will only be issued to the student whose results they are. If you are unable to attend results day a parent/carer, close relative or friend may collect them as long as they bring a letter that is signed by you, giving them permission to collect your results. They may be asked for photo identification.

Where your results are significantly different to those you expected, an enquiry may be requested.

Please see the internal appeals procedure for more details. All policies are available on the school website.

Policies

All policies relating to exams can be found on the school website.

Queries

If you have any questions or concerns prior to the exams, please see the exams Officer as soon as possible or email examsofficer@mhs.school. Most queries can be sorted straight away.