



THE ONGAR ACADEMY

Examinations Guide for Students and Parents 2026/2027

Centre number
16854

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INTRODUCTION

At The Ongar Academy we aim to provide a calm and focussed approach to taking exams, whether it be Prelims or GCSEs, where each candidate has all the information needed and everyone has a level playing field. We understand that this can be a stressful time for students, so we are here to help and make the process run as smoothly as possible.

Please read this entire booklet carefully so that you are fully prepared for what to expect during the exam season. There are set rules and regulations to follow from JCQ (Joint Council for Qualifications) which must be adhered to, and these will be summarised in this booklet.

If at any point during the academic year, you or your parents have any queries to do with exams, please do not hesitate to call Mrs de la Torre in the exams office or email exams@theongaracademy.org

Each exam is undertaken through an Examination Board and there are links below which would be useful to look at for further information:

AQA

<https://www.aqa.org.uk/student-and-parent-support>

Edexcel

<https://qualifications.pearson.com/en/support/support-for-you/students.html>

OCR

<https://ocr.org.uk/students/>

WJEC

<https://www.wjec.co.uk/home/student-support/>

THE ONGAR ACADEMY EXAMS 2026/2027

SUMMER 2026 JUNE SERIES GCSEs

Thursday 6th May 2027 to Friday 18th June 2027

Contingency Day: Wednesday 23rd June 2027

GENERAL INFORMATION

STATEMENT OF ENTRY

At the beginning of each year, the Exams Team will enter each candidate for all their exams through each specific exams board. This is done using the information that we hold for you on record at school. *Please note that your **legal forename and surname** will appear on all your exam results and certificates.* If you have questions regarding this, please contact Mrs De La Torre.

You will receive a statement of entry at the beginning of the Summer term. This will show you which exams you have been entered for and at what level (higher or foundation). Please check this carefully and advise your tutor or the exams office of any errors.

CANDIDATE NUMBER:

Each candidate will be given a 4 digit examination number which you will keep throughout the whole exam season. This must be written on all exam papers and it is recommended that you remember it, however, you will have an identification card/sticker on your desk for each exam which will have your candidate number and details on it.

TIMETABLES

If you would like to have an early indication of exam dates, you can check each exam board's website for provisional timetables. Prior to the start of Mock exams or the GCSE exams, you will receive a general timetable which will also be available on the Exams Information board in the Atrium. You will be able to view an individual timetable on your Edulink account.

In the GCSE exams it is possible that you may have an exam clash. Please inform the exams officer as soon as possible so that we can make alternative arrangements. Clashes are resolved according to the JCQ guidelines and may be moved to an earlier or later session. This may result in you having to sit two or three exams in one day and having to spend time between examinations under centre supervision.



EQUIPMENT

What will you need?

- A clear pencil case containing black ballpoint pens (no gel or erasable pens), sharpened pencils, ruler, rubber, pencil crayons (if necessary) and a scientific calculator for exams where this is allowed. You will also need additional equipment for your maths exams e.g., compass, protractor.
- Calculators need to have sufficient battery life and the lid/cover needs to be removed prior to entering the exam room.
- You may bring a bottle of water into the exam room, this must either be in a transparent reusable bottle or a clear plastic bottle with the label removed.
- It is our centre policy that food is not allowed in the exam room, however, should there be a medical need, please contact the exams office for further information.



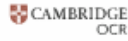
DRESS CODE

All students **must** be in **full** school uniform for **all** their exams. Students will be allowed to remove blazers once in the exam room but should enter the room with them on.

WARNING POSTERS

Please familiarise yourself with the posters on the following pages before the exam season begins. They will be displayed outside each exam room and it is important that you have read them.

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

**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.

THE EXAM DAY

LOCATION OF EXAMS

Exams are held in various rooms around the school such as the Sports Hall, Activity Room, Access rooms.

On the morning of your exam, you will need to check the candidate lists which will be displayed on the Exams Information Board in the Atrium. Check which room you are in and what your seat number is. Seating plans will be displayed in the Tennis Courts. You will also find this information on your individual timetables.

For practical exams, check with your subject teacher where these will be taking place.

You should arrive outside your exam room at least 15 minutes before the start of the exam where you will be expected to line up quietly to await further instructions.

It is your responsibility to arrive at the correct location, on time, so please ensure you familiarise yourself with your exam timetable when you receive it.

AVOIDING MALPRACTICE

You **MUST** empty all your pockets of **everything** except your necessary equipment and place your bags in room G30.

You **MUST** ensure that you **DO NOT** have your mobile phone or watch in your possession.

If you are caught during an exam to be in possession of any notes, airpods/earphones, smart glasses, your watch, your mobile phone or any other electronic device, it is construed as malpractice and we will have to report it to the exam board. The exam board will then make a decision whether to issue a warning, deduct marks from the exam paper, or disqualify you from the exam.

TIMINGS

Year 11 Mock exams and End of Year 10 Exams will start at 9:00am for the morning session and 1:00pm for the afternoon session. Please ensure that you are ready and lined up 15 minutes before the start time of the exam. If your exam starts after break or lunch, please ensure that you leave break/lunch 10 minutes early so that the exam can start on time.

GCSE exams will start at 9:00am for the morning session and 1:30pm for the afternoon session. You are required to be outside the exam room at least 15 minutes before the exam. For exams finishing outside school hours, you will need to make your own arrangements to go home.

PUNCTUALITY

It is highly important that you are not late for your exams. All exams must start promptly and it will be at the school's discretion whether late-comers will be allowed to enter the exam room and sit their exam. Please note that JCQ regulations state that students arriving more than one hour after the official start time of an exam that lasts one or more hours will need to be reported to the exam board as a Very Late Arrival. The exam board may decide to award a mark of 0 in this instance.

BEHAVIOUR

- Students are expected to display good behaviour outside and inside the exam rooms.
- When instructed, students should enter the exam room in silence and move directly to their seat.
- Under no circumstances should students attempt to communicate with another student *in any way* while in the exam room – under JCQ regulations, this could be construed as malpractice and would have to be reported to the exam board.
- Any student that causes disruption in the exam room will be removed and potentially disqualified from the exam.
- DO NOT graffiti on the exam tables – these will be checked after each exam and any student found to have been writing on tables will be required to remove the graffiti. If the graffiti cannot be removed, this may incur a charge to the student or their parents/carers.
- DO NOT graffiti/doodle on your exam papers – the exam board may not accept your script.

INVIGILATORS

The Ongar Academy provides invigilators for all exams to ensure that the JCQ Instructions for Conducting Exams are followed and that our students are fully prepared by the time they sit their GCSEs. Like all members of staff, we expect all students to show respect towards our invigilators and to listen to and follow the instructions given to them.

It is important to listen to **all** the instructions read out to you by the invigilators at the beginning of the exam and to also check that you have the correct exam paper in front of you when instructed to.

If you have any queries or problems during an exam, please raise your hand quietly and an invigilator will come and help you.

Should there be a fire alarm during an exam DON'T PANIC – close your paper, remain seated and wait quietly for the invigilator's instructions.

FEELING UNWELL/ACCIDENT OR INJURY/FAMILY EMERGENCY?

- Ring the school immediately if you are ill or unable to get to your exam on time.
- If you feel unwell during an examination tell an invigilator immediately. Do not call out – a hand in the air will be noticed. You may not leave the exam room alone.
- Please note that only you can decide whether you are too unwell to sit an exam. The school or the exams office cannot make the decision for you.
- If you have problems immediately before or during the examination period, ie. Family problems, accident, injury, illness, please tell your tutor or Mrs de la Torre in the Exams office. Special consideration may be requested from the exam Boards if there is a problem. Medical evidence will be required where possible/applicable. Failure to do so may result in a request for payment of the examination fee.

AT THE END OF THE EXAM

When the invigilator announces that the exam is over, you must stop writing immediately. You should then sit in silence while the invigilators collect the examination scripts. DO NOT attempt to communicate with another student while you are waiting – you are still under exam conditions.

Once the invigilators have collected all the scripts, they will dismiss you row by row. Please leave the exam room in complete silence as there may be students who are entitled to extra time and are still busy with their exam.

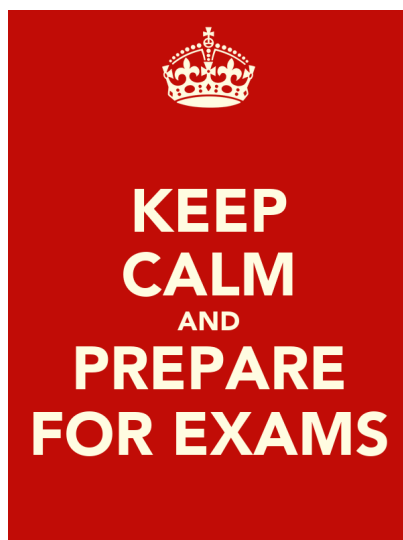
Collect your bags quietly and immediately leave the area outside the exam room to avoid causing a disturbance to other students.

RESULTS AND CERTIFICATES

More information will be given to you regarding results day and issuing of certificates closer to the time. Please note however, when you receive your results, you should check carefully that they have spelled your name and surname correctly as this is how it will appear on your certificates.

Remember, this will be the legal name that we hold on record for you.

Certificates will be available from November after the Summer exams.



TIPS FOR PREPARING FOR YOUR EXAMS

1. Start revising early – i.e. months, not days before the exam.
2. Plan your revision using a timetable. Ensure it is realistic.
3. Customise your notes to make them more personal.
4. Make sure you understand everything – if not, ask your teacher.
5. Set up a nice quiet and tidy study space.
6. Vary your revision with different activities.
7. Stick revision notes all around your house.
8. Do lots of practice papers and questions.
9. Take regular, short breaks about every 45 to 60 minutes.
10. Keep your phone and other distractions away.
11. Don't just read your notes, write them down.
12. Take your revision with you wherever you go.
13. Sleep and eat properly.
14. Set aside time to do fun things.

Useful information for dealing with exam stress:

<https://www.youngminds.org.uk/young-person/coping-with-life/exam-stress/#Dealingwithexamstress>

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.

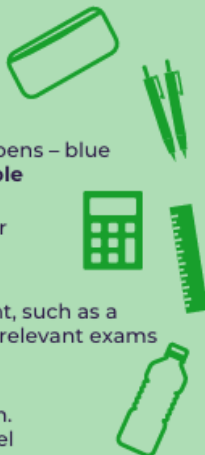
What you cannot take into your exams:

- ☐ any type of phone
- ☐ revision notes
- ☐ any type of watch (this includes analogue, digital and smart watches)
- ☐ smart devices (e.g. earbuds, 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 equipment, 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 2027 exam timetable on the morning and afternoon of 23 June 2027. Make sure you are available on 23 June 2027.

If you have any questions about your exams, 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

EFFECTIVE FROM 1 SEPTEMBER 2026