CALLINGTON COMMUNITY COLLEGE

EXAMINATIONS

A GUIDE FOR STUDENTS
2026/2027

Introduction

At Callington Community College, we strive to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this information will prove informative and helpful for you and your parents / carers. Please read it carefully and show it to your parents / carers so that they are also aware of the examination rules and regulations and the procedures to follow in the event of problems occurring.

The Awarding Bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and Callington Community College is required to follow them precisely. You should pay particular attention to the "Warning to Candidates" notice that is published on the College website.

Some of your courses may include non-examined or controlled assessment. Before you submit these for marking you will be asked to sign an authentication statement confirming that you have read and followed certain regulations and that the work you are submitting is your own. Some of your courses may contain on-screen assessment and there are different rules for this type of examination. The relevant documents are published on the College website; please ensure you are familiar with them.

If you or your parents have any queries or need help or advice at any time before, during or after the examinations please contact:

The Examinations Officer – Mrs P Davies-Gregory (Data and Assessment Office)
Direct line: 01579 383292 ext 7008
Email: pdaviesgregory@callingtoncc.net

Some of the questions you have may be answered here - **if there is anything you do not understand or any question that has not been addressed, PLEASE ASK**.

Mrs P Davies-Gregory can be found in the Data and Assessment Office behind reception.

GOOD LUCK!

Things you need to know

Examination seasons are very important times in your life at Callington Community College. The examinations you take and your success in them will influence what you do in the future, so it is very important that they run as smoothly as possible. There are a number of rules and regulations for examinations that you must be aware of (most of these are set by the awarding bodies, not the College).

Information for Candidates notices are issued by the awarding bodies concerning non-examined assessment (coursework). There is also some information for candidates regarding written examinations and on-screen tests. These are available on the College website. Please read them carefully and make sure you understand them.

IF YOU DO NOT FOLLOW THE RULES YOU COULD BE DISQUALIFIED FROM YOUR EXAMINATIONS, SO PLEASE MAKE SURE THAT YOU READ ALL THE INFORMATION CAREFULLY. IF THERE IS ANYTHING THAT YOU DO NOT UNDERSTAND, PLEASE ASK.

Examinations, including non-examined and controlled assessments, practicals and other such assessments can take place throughout the year, and your subject teacher will keep you informed of these. The majority of written external examinations take place in May and June and you will be issued with an individual personal examination timetable indicating the subjects you are being entered for and the tier of entry, where applicable. Some subjects have only one tier of entry, some have Higher and Foundation tiers. Please check that these are correct. Any errors or omissions on your timetable must be reported to Mrs P Davies-Gregory immediately, any delay may incur costs.

You must also check that your personal information (date of birth, spelling of legal names) is accurate as these will appear on certificates and it will be difficult and expensive to change once certificates have been issued. Candidate name appears as First (Legal) Name + Middle Initial(s) + (Legal) Surname, e.g. John A L Smith. Please ensure that you use your legal name and surname on all examination documents; including your written papers.

Each candidate has a four-digit candidate number; this is the number you will enter on all examination scripts, coursework and non-examined and controlled assessments and paperwork. It will appear next to your name on seating plans and examination registers.

The College's Centre Number is **53607**, and will be displayed in each examination room.

The examination timetable is set by the awarding bodies, and is the same all over the country. It is not possible to move examinations. In the event of a clash, i.e. where two subjects are timetabled at the same time, you must see Mrs P Davies-Gregory. Arrangements will need to be made to accommodate both examinations. You may need to spend time under supervision between examination sessions; you will be informed about this.

Candidates are responsible for checking their own timetable and arriving at College on the correct day at the correct time, properly dressed and equipped. Aim to arrive in plenty of time. The Centre start times are usually 9am and 1pm. Candidates who arrive late (within 1 hour of the published start time) may still be admitted to the examination room, and will normally receive the full time allocation; however local conditions may mean that this is not possible. The circumstances may have to be reported to the awarding body, which reserves the right not to accept a paper from a candidate who arrives more than 1 hour after the published start time.

You must attend all the examinations shown on your timetable; misreading the timetable will not be accepted as a satisfactory reason for absence. You may be billed for any examination missed. If you are ill on the day of an examination, ensure that you telephone the College as early as possible on the day. It may be possible to apply for Special Consideration; this is at the discretion of the College. See the section "Absence from Examinations". If you become ill during an examination, raise your hand and inform an invigilator.

Basic equipment must be provided by the candidate, borrowing from other candidates is not allowed under any circumstances. **All items of equipment should be visible to the invigilators at all times; please bring your equipment in a transparent pencil case or clear plastic bag**. Avoid overfilling to make it easy for the invigilators to check the contents.

The following standard equipment should be brought to every examination:

- 2 pens, black ink or ballpoint pen
- 2 HB pencils
- Ruler, marked with millimetres
- Pencil sharpener
- Eraser

For certain examinations you may also need the following:

- Calculator
- Compass
- Protractor
- Coloured pencils
- Set texts (e.g. English Literature, Drama)

Coloured pencils or inks may only be used for diagrams, maps and charts, unless the instructions printed on the front of the question paper state otherwise.

You must do all rough work in the answer book provided and cross through anything that you do not wish to be marked. Highlighter and gel pens must not be used in your answers. You are not allowed to use correcting fluid or pens in any form. This is to protect you and your examination; if correction devices were allowed then someone could tamper with your examination paper and it would be undetectable.

Calculators may be used in most examinations; your subject teachers and the invigilators will tell you if it is not allowed for a particular paper. You must bring your own calculator if you need one; you are not allowed to use a mobile phone as a calculator. Your calculator should be of regular hand-held size and no printed instructions or cases are allowed. It should be battery or solar powered. The awarding bodies will make no allowance for calculator failure or malfunction during an examination – **YOU** are responsible for making sure your calculator works properly. Make sure your batteries are new and you must clear everything stored in the memory.

Calculators must not:

- Be designed or adapted to offer language translators, symbolic algebra manipulation, symbolic differentiation/ integration or communication with other machines or the internet
- Be borrowed from another candidate during an examination
- Have retrievable information stored in them such as databanks, dictionaries, mathematical formulas or text

You must not take in any notes or technological / web enabled devices such as an iPod, smart watch/smart glasses/wrist watch, MP3/4 player, mobile phone, earbuds, Air Pods, earphones or similar devices into the examination room.

If a mobile phone (or any other type of electronic device) is found in your possession during an examination, even if it is turned off, it will be taken from you and a report made to the relevant awarding body. No exceptions will be made. Please do not wear a wrist watch as they are not permitted in examinations.

Awarding bodies are very strict regarding items that may be taken into the examination room. If you break these rules you risk being disqualified from the examination. If in doubt, ask. A bag room is provided for examinations; you should leave coats, watches, phones and bags in it. Please note that although the bag room is locked whilst the exam is in progress, the College accepts no responsibility for items left in it. It is safer to leave valuables at home.

The College employs invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

Correct College uniform must be worn for all examinations (except Sixth Form).

You must be silent at all times in the examination room/s, this includes when you enter and leave the room. If you need assistance, put up your hand and wait for an invigilator to attend to you.

Candidates must stay in the examination room for the duration of the examination. You will not be allowed to leave the examination room early. Make the best use of your time; if you finish early, read through your work again and check you have answered the right questions.

Do not attempt to communicate with or distract other candidates.

No foodstuff of any kind is allowed in the examination rooms. **Drinking water is allowed but must be in a clear unlabelled bottle.** However, please bear in mind that toilet breaks are only in an emergency and will be supervised.

Remember no chewing gum, this is a College rule

Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.

Do not draw doodle/graffiti or write offensive comments on examination papers – the awarding body may refuse to accept your paper. This can be considered malpractice and your paper disqualified. **The Board then has to decide if they wish to ban you from taking any exams with them for several years.** All your hard work is then undone by a single moment of frustration or boredom.

Examinations will usually finish in time for candidates in Year 11 to use their normal transport home. It is likely that Sixth Form examinations will finish later than 3pm and you will need to make your own transport arrangements.

If you are entitled to Access Arrangements, e.g. extra time, computer reader, WP, this will be communicated to you. If your examination finishes later than 3.00pm, as a result of Access Arrangements, the College will not accept responsibility for your transport home. If you are awarded extra time for examinations, you are expected to use this time.

In the event of a fire alarm please follow the instructions given by the invigilators. If you have to evacuate the room, you will exit in silence. You must not attempt to communicate with other candidates during the evacuation.

Absence from Examinations

If you experience difficulties during the examination period, (e.g. illness, injury, personal problems), please inform the College at the earliest possible point so we can help or advise you.

Only in "exceptional circumstances" are candidates allowed Special Consideration for absence from any part of an examination and this is at the discretion of the awarding body.
It is essential that medical or other appropriate evidence is obtained on the day by the candidate or parent/carer. Please ensure this evidence is given to the Examinations Officer without delay in all cases where an application is to be made for Special Consideration.

For the award of a grade by Special Consideration, where a student misses part of an examination through illness or personal misfortune, a minimum of 25% of the qualification must be completed. *Please note that misreading the timetable will not be accepted as a satisfactory reason for Special Consideration.*

Parents/carers are reminded that the College will require payment of entry fees should a candidate fail to attend an examination without good reason and without informing the College.

After the examinations

Results are issued about six weeks after the end of the examination session in August. Examination results will be available for collection on results days in August.

Result day dates in August are published on the College website. If you need post-results advice, staff will be available on results days to answer any queries you may have.

Results may only be given directly to the candidate. If you wish any other person (including other family members) to collect your results on your behalf, you must email the Examinations Officer in advance giving your permission for the named person to collect. Only in exceptional circumstances will the College give results via the telephone or email.

If you feel strongly that you wish to make an enquiry about your results you must let Mrs P Davies-Gregory know as soon as possible. Students are expected to cover the costs of any enquiries made at their request; costs vary but a review of marking costs approximately £47 per script/paper. Prices vary for each Awarding Body and these can be found on the associated websites, alongside further information about the services provided.

Certificates are received in College about three months after the issue of results (end of November). **You will be required to collect, check and sign for your certificates.** The dates for collection of certificates will be published on the website. It is of vital importance that you collect your certificates or email the Examinations Officer if you are unable to collect.

You are urged to check all certificates for errors and report immediately to avoid charges. Please keep your certificates safe. It will be almost impossible to replace them, and will require proof of identity and a substantial fee per awarding body.

You can find more detailed information for students on the JCQ website and also on the College website:
https://www.jcq.org.uk/exams-office/information-for-candidates-documents/

If there is anything you do not understand, PLEASE ASK. The Examinations Officer, can be found in the Data & Assessment Office behind reception.