

HAMMERSMITH



Guide to Public Examinations 2025 - 2026

**Information for
Students and Parents**

About your exams

The Exams Officer

Ms Lucie Hrabankova is the HA Exams Officer. She is responsible for all aspects of the examination process, this includes:

- Dealing with the entry process
- Smooth running of the exams
- Ensuring the school meets the standard requirements of the examination boards and the Joint Council for Qualifications (JCQ).
- Enforcing rules and regulations and reporting any malpractice or incidents that may occur
- Advice on Access Arrangements and Special Consideration
- Distributing results
- Making any enquiries about the results

If you have any enquiries or problems about any of these issues (or anything else relating to the exam process) please feel free to contact the Exams Office at any time:

Telephone: **0208 2226 226**

Email: datateam@hammersmithacademy.org.uk

Invigilators

- The Academy employs external invigilators to conduct examinations. They should be treated with the same respect afforded all staff.
- Invigilators are in the examination room to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out the extra paper if required and deal with any problems that occur.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.

Exam dates & Individual Candidate Timetables

For each exam season, each student will receive an individual timetable, which will give them their exam dates and times – **students are responsible for checking their own timetables.** Contact the Exams Officer if you are unsure when to come in for your exams.

- You will be issued with an Individual Candidate timetable before the start of the GCSE/A-Level /BTEC examination period. This shows your own specific examinations with details of the date, time and duration of the exam.
- Exams that do not have a written paper (e.g. Art) will be timetabled by the relevant Head of Faculty, and you will be informed separately of the dates.

JCQ Information for candidates documents are available on our website:

<https://www.hammersmithacademy.org/information/exam-information/>

Summer 2026 contingency days

The awarding bodies have collectively agreed a contingency day for several years now which is always scheduled at the end of the GCSE, GCE AS and A-level exam timetables.

The contingency day is in the event of national or significant local disruption to exams in the United Kingdom, being part of the awarding bodies' standard contingency planning for exams.

For the June 2026 exams, the contingency day is **Wednesday 24th June 2026**. **Make sure you are available on all three dates even if you do not have an exam.**

Appendix 5

Information for candidates for written examinations – effective from 1 September 2025



This document has been written to help you. Read it carefully and follow the instructions. If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A Regulations – Make sure you understand the rules	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat or break the rules in any way, you could be disqualified from all your exams.
4	You must not take into the exam room any unauthorised material, including: <ul style="list-style-type: none"> a) notes; b) earphones or earbuds (e.g. AirPods), mobile phones, MP3/4 players or similar devices, smart devices, smart glasses, tablets (e.g. iPads or iPods); c) a watch. Any pencil cases taken into the exam room must be see-through. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to sanctions and possible disqualification.
5	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
6	Do not talk to or try to communicate with or disturb other candidates once you have entered the exam room.
7	You must not write inappropriate, obscene or offensive material.
8	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the exam.
B Information – Make sure you attend your exams and bring what you need	
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other permitted equipment needed for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may be used for only diagrams, maps, charts, etc., unless the instructions printed on the front of the question paper state otherwise.
C Calculators, dictionaries and computer spellcheckers	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in its memory; c) remove any parts such as cases, lids or covers which have printed instructions or formulae; d) do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spellchecker unless you are told otherwise.

D Instructions during the exam	
1	Always listen to the invigilator. Always follow their instructions.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed; c) you think you have not been given the expected access arrangement(s).
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Do not start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet. Do not open the question paper until you are told that the exam has begun.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.
E Advice and assistance	
1	If, on the day of the exam, you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: <ul style="list-style-type: none"> a) you have a problem and are not sure what you should do; b) you do not feel well; c) you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the exam	
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. For CCEA examinations, any loose additional sheets should be placed behind your script.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take any stationery from the exam room. This includes the question paper, answer booklets (used or unused), rough work or any other materials provided for the exam.
This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.	

Appendix 5

Information for candidates for on-screen tests – effective from September 2025



This document has been written to help you. Read it carefully and follow the instructions. If there is anything you do not understand, ask your teacher.

A Regulations – Make sure you understand the rules	
1	Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the on-screen test.
3	If you try to cheat or break the rules in any way, you could be disqualified from all your exams.
4	Only take into the exam room the materials and equipment which are allowed for that exam.
5	<p>You must not take into the exam room any unauthorised material including:</p> <ul style="list-style-type: none"> a) notes; b) earphones or earbuds (e.g. AirPods), mobile phones, MP3/4 players or similar devices, smart devices, smart glasses, tablets (e.g. iPads or iPods); c) a watch. <p>Unless you are told otherwise, you must not have access to:</p> <ul style="list-style-type: none"> d) AI tools, email, graphics packages or computer aided design software, portable storage media, e.g. floppy disks, CDs, memory sticks, social media sites, spreadsheets or the internet; e) prepared templates. <p>Bringing unauthorised material into the exam room is breaking the rules, whether you intend to use it or not. You will be subject to sanctions and possible disqualification.</p>
6	Do not talk to, try to communicate with or disturb other candidates once you have entered the exam room.
7	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
8	Do not borrow anything from another candidate during the on-screen test.
B Information – Make sure you attend your on-screen test and bring what you need	
1	Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
2	If you arrive late for an on-screen test, report to the invigilator running the test.
3	If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
4	Your centre will inform you of any equipment which you may need for the on-screen test.

C Calculators, dictionaries and computer spellcheckers	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in its memory; c) remove any parts such as cases, lids or covers which have printed instructions or formulae; d) do not bring into the examination room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spellchecker unless you are told otherwise.
D Instructions during the on-screen test	
1	Always listen to the invigilator. Always follow their instructions.
2	Tell the invigilator at once if: a) you have been entered for the wrong on-screen test; b) the on-screen test is in another candidate's name; c) you experience system delays or any other IT issues; d) your access to the on-screen test has not been set up correctly; e) adjustments to the on-screen test have not been made for you, e.g. additional time has not been added, computer reading software or speech recognition software has not been uploaded.
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions. Do not open the question paper until you are told that the exam has begun.
E Advice and assistance	
1	If, on the day of the on-screen test, you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the on-screen test if: a) you have a problem with your computer and are not sure what you should do; b) you do not feel well.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the on-screen test	
1	Ensure that the software closes at the end of the on-screen test.
2	If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
3	Do not leave the exam room until told to do so by the invigilator.
4	Do not take any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.
This information must be made available to all candidates in advance of their on-screen test(s) for each series. It may be provided electronically to candidates or in hard copy paper format.	

Appendix 4 Warning to candidates



 AQA	 City & Guilds	 CCEA	 NCFE	 OCR	 Pearson	 WJEC
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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, 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.

Appendix 7



AGA

City & Guilds

CCEA

NCFE

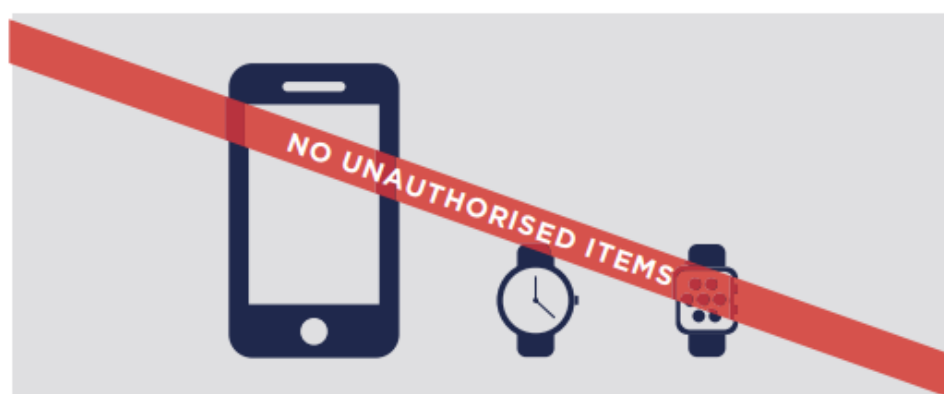
OCR

Pearson

WJEC

NO MOBILE PHONES NO WATCHES

**NO TECHNOLOGICAL OR WEB-ENABLED
POTENTIAL SOURCES OF INFORMATION**



Possession of unauthorised items, such as a mobile phone or any watch, is a serious offence and could result in

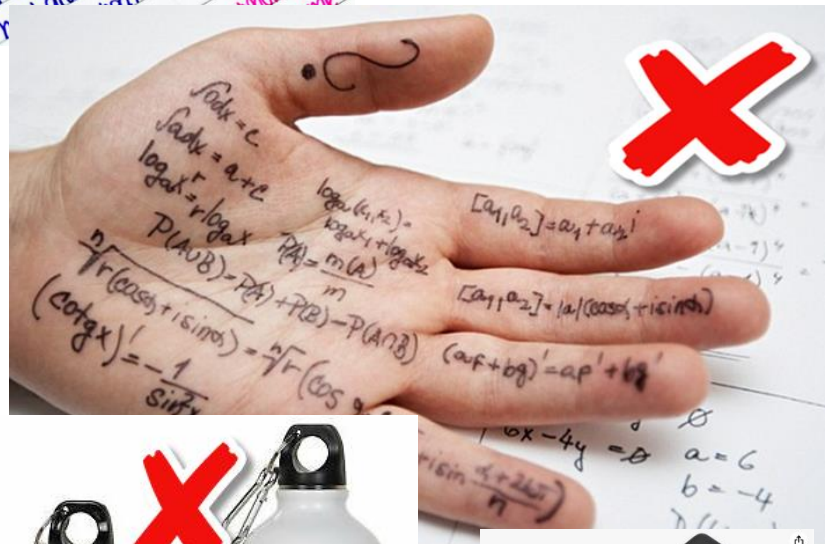
DISQUALIFICATION

from your examination and your overall qualification.

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

Bad practice

!You MUST not have any items with a print!



Suspected Candidate Malpractice

It is called suspected malpractice because although Schools MUST report any malpractice, the Awarding body looks at the evidence provided and decides if there has been malpractice. The Awarding body also decides if there are to be any penalties and what they will be.

Definition of Candidate Malpractice

'Malpractice', means any act, default or practice which is a breach of the Regulations or which:

- gives rise to prejudice to candidates; and/or
- compromises public confidence in qualifications; and/or
- compromises, attempts to compromise or may compromise the process of assessment,
- the integrity of any qualification or the validity of a result or certificate; and/or
- damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre.

Suspected malpractice can be (but not exclusively):

- A mobile phone on a student in the exam room regardless of whether it is on or off.
- Unauthorised materials in the exam hall (could be revision notes, letters, class timetables, make up etc).
- Any watch or electronic item on a student in the exam room.
- Not obeying instructions such as making noises, distracting other candidates, communicating with other candidates in the exam room, being rude to centre staff.
- Having an unfair advantage over other students intentionally.
- Signing a document to say coursework is all your own work when it is copied or not credited to other sources (called plagiarism).

Frequent requests to leave an examination hall can raise suspicion of malpractice due to the disruption they cause to the test environment and the potential for accessing unauthorised materials or assistance outside the designated area. This behaviour deviates from standard test-taking procedures, leading invigilators to question the integrity of the examination and potentially investigate for violations of exam rules.

If an incident has occurred during an exam, the candidate will be allowed in most cases to complete their exam.

In the event of suspected malpractice:

When the exam has finished, the candidate will be accompanied to a quiet room or kept behind to discuss what has happened. The candidate will be given an opportunity to write a candidate statement, which should be signed and dated. This is the candidate's chance to tell us in their own words:

- What has happened
- If there were any circumstances that led up to the incident
- If they are sorry
- If they had any intention to commit suspected malpractice

The Exams Officer will:

- ask the centre staff involved to write witness statements.
- advise the candidate about the process, their rights, and timescales involved.
- inform the Head of Centre about the incident, and may decide to call a senior member of staff to be present in the room when talking to the candidate.
- will notify the awarding body and send any relevant evidence.
- Will confirm actions to the candidate in writing, and their parents/carers.

When the Head of Centre has received the awarding body's decision, the Exams Officer will advise the candidate and their parents/carers in writing.

The candidate has a right to request an appeal if they are not happy with the decision, and the Head of Centre will decide whether this is appropriate. The final decision is made by the Head of Centre.

There are several penalties that could be applied if an exam board decide that malpractice has been committed:

- Warning
- Loss of all marks for a section / component or a unit
- Disqualification from a unit / all units in one or more qualifications
- Disqualification from a whole qualification / all qualifications taken in that series
- Candidate debarral

Information relating to a serious case of malpractice may be shared with other awarding bodies, the regulators and other appropriate authorities.

The infographic is titled "Information for candidates Using social media and examinations/assessments". It features a dark purple header with the JCQ logo. The main content is on a light purple background. On the left, there is a text box with a warning: "While we like to share our experiences online, when it comes to exams, we have to be careful." Below this are five bullet points: "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", and "Don't be caught out by scammers selling fake exam papers". Below the text is a small photo of hands holding a smartphone. To the right is a large graphic of a computer monitor displaying three sections: "Things to do on social media" (Have fun, Be responsible, Report any exam content you see to your teacher), "Things not to do on social media" (Buy/ask for/share exam content, Pass on rumours of what's in exams, Share your work, Work with others so that your coursework is not your own independent work), and "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 assessments for a number of years). A large exclamation mark icon is placed over the "Things not to do" section. To the right of the monitor is a smartphone graphic with a yellow circle containing the text: "Please take the time to familiarise yourself with the JCQ rules: [jqc.org.uk/exams-office/information-for-candidates-documents](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)".

(Information about exam malpractice can be found on the JCQ website at <http://www.jcq.org.uk/exams-office/malpractice>)

AI USE IN ASSESSMENTS

Protecting the Integrity of Qualifications



Information for candidates AI (Artificial Intelligence and assessments)

What is AI?

AI stands for artificial intelligence and can be used to create text, images, videos, music and artwork based on instructions given to an AI tool.



What is an AI tool?

AI tools are applications, such as ChatGPT, Snapchat My AI, Google and Google translate. There are many more!*



*The list of certain suppliers of AI-related products is for information purposes only and does not constitute an endorsement by JCQ and awarding bodies. It is each centre's responsibility to investigate and verify any suppliers they use, including any terms and conditions which govern the sale or use of the supplier's products. The list provided is not exhaustive.

When can I use AI?

- Your teachers may use it in class when teaching the course, but remember teaching in the classroom is not an exam!
- There are some assessments where you can use AI – your teachers will tell you if you can or cannot use an AI tool.
- Remember, the rules are different for different assessments and subjects, so always check with your teachers first!
- When an AI tool is allowed, **you must acknowledge**** the AI tools and the material produced by the AI tool that you have used in your work. If you do not acknowledge AI use, it will be **considered as cheating**.



When can I not use an AI tool?

- AI tools cannot be used in an exam or any other assessment where exam rules apply.
- This is what exam boards call **AI misuse and is a form of cheating**.



**Acknowledgment – When producing a piece of work, if you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is known as referencing. You must make sure that you give detailed references for everything in your work which is not in your own words, for example, ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2025.

IF YOU USE AN AI TOOL, YOU CANNOT GET MARKS FOR WHAT THE AI TOOL HAS PRODUCED, AS IT IS NOT YOUR OWN WORK

If I'm allowed to use AI, how is this breaking the rules?

- AI misuse is when you use an AI tool in an exam or assessment where you are not allowed to; and/or
- Where you use an AI tool to create work and then say it's your own.



How to make sure you don't misuse AI

DECLARE

- Remember to sign your declaration form when handing in your work for final assessment.
- Your signature on the declaration form tells your teacher and the exam board that you are saying all the work you're handing in is your own.
- If you have used an AI tool, **you must declare***** that you have used it before signing the declaration form!

***Declare – this means that when you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed the regulations.

ACKNOWLEDGE

If you are allowed to use an AI tool in your assessment (remember to check!), you must do the following:

- reference the AI tool you have used
- give the date of when the AI tool generated the content
- give details of how you used it.
- save screenshots of what you have asked or instructed the AI tool to do and what answer the AI gave you, and include this with the work submitted.

LAST CHECKS



Know the rules



Check with your teachers



ACKNOWLEDGE and DECLARE



What is AI use?

Artificial Intelligence (AI) tools are computer programs that can create or suggest content such as text, code, images, or ideas. Examples include ChatGPT, Copilot, and other online chatbots. These tools generate responses based on patterns in large collections of data, predicting what information is most likely to fit a question or prompt.

AI tools can be helpful for research, exploring topics, or checking your understanding. However, when it comes to **qualification assessments**, students must follow specific rules to make sure that their work remains their own.

Why can AI be risky in assessments?

AI tools do not truly “understand” the topics they write about. They produce text that sounds correct, but it may be inaccurate, biased, or even made up. Some AI tools have been found to:

- Include false or misleading information
- Create fake or incorrect references
- Produce answers that seem convincing but are wrong

If you rely on AI to write or edit your work, it may not show your own knowledge or skills. This means your work could be seen as **malpractice (cheating)**, even if that was not your intention.

What is AI misuse?

All students must submit work that is entirely their own. AI misuse happens when a student uses an AI tool in a way that means the final submission does not reflect their own independent ideas, writing, or understanding.

Even if you slightly edit or reword AI-generated text, it may still count as misuse if the ideas are not yours. You must also clearly acknowledge (give credit for) any use of AI tools. Failing to do this is considered dishonest and may be treated as plagiarism.

Examples of AI misuse

AI misuse includes, but is not limited to:

- Asking AI to write or answer assessment questions
- Using AI to summarise, improve, or translate your writing
- Generating essays, articles, computer code, or analysis
- Copying or paraphrasing AI-generated text or ideas
- Failing to acknowledge AI tools used in your research
- Including incomplete or fake references produced by AI

AI may only be used if the conditions of the assessment specifically allow it (for example, where internet use is permitted) and you can demonstrate that the final work is fully your own.

Why does this matter?

Assessments are designed to measure **your own learning, understanding, and skills**. If AI completes part or all of your work, it prevents teachers and examiners from knowing what you can do independently. This can harm your progress, reduce your marks, and limit your future opportunities.

Although AI is becoming a common tool in many workplaces, your qualifications must reflect your own effort, thinking, and performance. Developing these skills now will help you use AI responsibly and effectively in the future.

Consequences of AI misuse

Using AI inappropriately in assessments is a form of malpractice. Under the JCQ regulations, possible consequences include:

- Loss of marks
- Disqualification from one or more assessments
- Being barred from taking qualifications for a set period

These penalties can have a serious effect on your education and future plans.

Key message

AI can be a useful learning aid, but **your assessment work must always be your own.**

Use AI responsibly, understand its limits, and make sure that anything you submit demonstrates your **own knowledge, understanding, and skills.**

Non-Examination Assessment

Some qualifications require students to undertake Non-Examination Assessments (NEA) which are marked internally by teaching staff before being sent to the examination boards for moderation.

Once students' work is marked and standardised, they will be made aware of their marks for this part of the course. If student believes that the assessment criteria has not been correctly applied to their work, they will have a period of time from the publication of NEA results to request a review of the Academy's marking.

Students must apply in writing using the NEA appeals form (available from the Exams Office) before the subject appeals deadline, explaining fully on what grounds they wish to request a review of centre-assessed marking. All requests must focus solely on the quality of the work submitted, no other factors will be taken into consideration. All completed NEA appeals forms must be returned to the Examinations Officer (not the subject teachers). No appeals will be accepted after the specified deadline (see below). The cost per appeal will be charged at £50. This will be refundable should the mark(s) go up.

Student will be made aware of the outcome of any appeals via their school email address by the subject *outcome of appeals deadline* set out below.

Please note that any review of marking can result in marks going down as well as up, and the reviewed marks are those which are sent to the examination boards with no exceptions.

A significant proportion of non-examination assessments are sent to examination boards for moderation (this is normal practice and ensures centre marking is in line with national standards). Therefore, any **marks issued by the Academy are subject to change by the examination boards and should be considered provisional.**

The NEA deadlines and further information are available on our website:

<https://www.hammersmithacademy.org/information/exam-information/>

JCQ Instructions for conducting coursework: <https://www.jcq.org.uk/exams-office/coursework>

Emergency evacuation procedure (exams)

The invigilator will take the following action in an emergency, such as a fire alarm or a bomb alert.

- Stop the candidates from writing.
- Collect the attendance register (**in order to ensure all candidates are present**).
- Evacuate the examination room in line with the instructions given by the appropriate authority.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.

Frequently Asked Questions

What time does my exam start?

MORNING EXAM SESSION - the exams will start any time from **8.30am**

AFTERNOON EXAM SESSION - the exams will start any time from **1pm**

Exam dates and start times are set by the exam boards and are therefore non-negotiable. Students must arrive in good time for their exams. The length of each exam varies so end times are not published.

Students should be very careful to check if their exam is in the morning or the afternoon. **You cannot sit the exam if you turn up at the wrong session.**

You should follow your own exam timetable to find out when you should come in for an exam. It will look like the one below:

Date	Start	Duration	Board	Level	Element	Component
TBA	N/A	0	EDEXL/GCE	GCE/A	9CH0: Chemistry	9CH0 E: Core Practicals
Wed 24/05/2023	13:00	135	OCR	GCE/A	H556A: Physics A	H556/01: Physics A: Modelling Physics Wtn
Thu 25/05/2023	13:00	90	EDEXL/GCE	GCE/A	9FM0H0: Further Mathematics Option H0	9FM0 01: Core Pure Maths.1

I have an exam what should I do?

- Arrive at school in good time (**at least 30 minutes before the start of your exam**) to check the location of the exam.
- Have any equipment organised, out of bags and ready to take into the exam room.
- **Check on the poster displayed for your seat number.**
- Enter the exam room calmly and in silence.
- Hand in any unauthorised items such as notes, flashcards, iPod, a mobile phone, a MP3/4 player or similar device, or a watch, AirPods, earphones/earbuds and smart glasses or any other smart device.
- Sit the exam ensuring they act in accordance with the rules and regulations.

What should I wear?

All students are expected to observe the usual formal dress code. No hats.

You should make sure you have layers that are appropriate to the weather. Students should **not** be wearing external coats.

Can I have a drink in the exam room?

You are advised to bring a small drink with you, no fizzy or hot drinks are allowed. **If you bring a bottle of water into the examination, the bottle must be see-through and the label needs to be removed.**

Can I go to the toilet during the exam?

It will not always be possible for you to use the toilet during an exam. You should make sure you use the toilet before going into the exam room. If you need to use the toilet during the exam, please note that you will **not be allowed during the first 30 minutes and the last 30 minutes** of the exam that is 2 hours or longer, and you will have to be escorted. There are no toilet breaks in the exams that are 1h 45 minutes or shorter. **Students don't get back any time lost when using the toilet during the exam.**

How do I behave in the exam room?

The school has a duty to ensure students follow the rules and regulations set down by the Exam Boards and the Joint Council for Qualifications.

The Notice to Candidates gives general guidelines about what you must do and how you should behave.

The main things you need to remember include:

- **You need to be silent from the moment you walk through the door to the exam room and remain silent until you have left the exam room.**
- **You should not communicate with any other student in the exam room – this includes eye contact, speaking or signalling. Turning or looking around is a distraction to others and could be seen as cheating.**
- **You should face the front of the room for the whole exam.**
- You should hand in any items you are not allowed to have on you in the Exam room
- **You should listen carefully to the instructions you are given.**
- You should not create any kind of disturbance during the exam.
- **At the end of the exam you MUST stop writing as soon as the exam has ended.**

Be aware that any disruption or signs of rule-breaking will be reported to the exam board immediately. You risk being disqualified from all your examinations.

The Exams Officer has the right to remove any student causing any kind of disturbance. Once you have been removed from the exam room you will not be allowed to go and complete your exam.

What must I do with my mobile phone, wristwatch or any other unauthorised items?

You must hand in any items such as mobile phones or a watch at the start of the exam. These items MUST be switched off.

You should not have mobile phones, MP3 players, watch or earphones with you, in your pocket. If you have bought these items in the exam room they need to be handed in. On your desk, you will see a card with your name and exam details. There will also be a clear plastic bag where you should put any equipment authorised by the exam bodies. An invigilator will come and collect those bags before the exam starts. If the label does not have your name on it, please stay seated and put your hand up for assistance. At the end of the exam, you should ensure you get your equipment back.

You risk being disqualified from ALL your exams if you do not hand these items in switched off.

All incidents regarding any unauthorised items must be reported by the Exams Officer to the exam board.

How are the exams started?

Every exam at HA is started in the same way. Students will be asked to hand in any unauthorised items. The SLT/Exams Officer or the Lead Invigilator will then remind students of the rules and regulations. **Do not start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Do not open the question paper until you are instructed that the exam has begun.** The exam will then start.

What do I do if I am late?

You should ensure you leave home enough time to arrive no later than 8.30am for a morning exam and 1pm for an afternoon exam.

If you are running late you should get to school as soon as possible.

You will be asked to wait to speak with the Exams Officer before you enter the exam room.

What happens if I miss an exam?

You are expected to attend every exam you have been entered for.

A register is taken as soon as the exam has started, any student absent at this time will be telephoned on the contact number(s) provided.

You will be given a U grade for the examination you miss.

What do I do if I have more than one exam at the same time?

When you receive your exam timetable you should look through it very carefully to check that you do not have a 'clash' (more than one exam at the same time). Sometimes the exam boards timetable exams from the same subject so they run after each other, but this is okay. If you have more than three hours of exams in either the morning or the afternoon session, the Exams Officer may arrange for you to do the exam at a different time on the same day. The Exams Officer will decide in what order you should do the exams. You will not be able to change this order.

What if I finish my exam early?

If you finish your exam early you will not be allowed to leave the exam room. You should use all the available time to ensure you have done the best you can with your exam and check over all your answers. If you finish early you must sit quietly until the exam has ended. Failure to do this could result in you being disqualified from all your exams.

Results

Results Day

A-Level & BTEC qualifications – Thursday 13 August 2026

GCSE qualifications – Thursday 20 August 2026

Results will be emailed to students with an attachment to the students' Hammersmith Academy email address. Students must make sure they are signed into their HA email account through www.outlook.com otherwise they will not be able to open the attachment.

A senior member(s) of centre staff will be available immediately after the publication of results if you wish further assistance with examination results enquires.

Post Results Services – Information for Students and Parents

When you receive your examination results, you may be considering whether or not to apply for one or more of the Post Results services offered by the Examination Boards. Before you make your decision, it is imperative that you fully understand your results and which options you could consider.

Once you have decided which option is best for you, please complete the Post Results Service Application Form. You can get this form on results day or from the Exams Officer, Ms Lucie Hrabankova. Further information (e.g. the cost of the services and the deadlines) will be provided in July 2026

Hammersmith Academy examination policies and notices are available on the academy website: <https://www.hammersmithacademy.org/information/exam-information>