



EXAMINATIONS 2026

GUIDANCE FOR STUDENTS AND PARENTS

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INTRODUCTION

The examination period can be a stressful time for students. To ensure a smooth and successful experience, it is essential that all those involved are well-informed and well-prepared. This booklet aims to provide clear guidance on examination procedures and outline the rules and regulations set by the Joint Council for Qualifications (JCQ).

WHO IS RESPONSIBLE FOR THE EXAMINATIONS?

The Examinations Officer is responsible for organising all public examination arrangements and overseeing students during their exams. A team of invigilators will be present in every examination, with at least one senior invigilator in the room at all times. All invigilators operate under the guidance of the Examinations Officer.

Awarding bodies, including AQA, OCR, Edexcel, and WJEC, set strict regulations that must be adhered to by everyone entering the examination room. The School has a legal obligation to follow these rules and report any irregularities to the awarding bodies.

WHO COMPLETES EXAMINATION ENTRIES?

The Examinations Officer, subject teachers, and the Head of Centre ensure students are entered for the correct examinations. The Examinations Officer submits these entries via the School's system, which is then securely transmitted to the awarding bodies.

Students will receive a statement of entry, which they must check carefully with their parents. Any issues should first be raised with the subject teacher. If any changes are required, students must notify the Examinations Officer via email. The statement of entry serves two purposes:

1. To check that all entries have been made correctly.
2. To inform parents and students of the examinations each student has been entered for.

COURSEWORK & CONTROLLED ASSESSMENT DEADLINES

Some subjects include coursework as part of the syllabus, which must be completed, marked, and assessed by subject teachers. These marks are submitted to moderators and examination boards well before written examinations begin. Moderators may request a sample of work to ensure consistent marking in line with awarding body guidelines.

The School has strict deadlines for coursework submission, which students must meet. Failure to submit coursework on time means the student will not receive a mark for that section, potentially lowering their overall grade. A copy of the notice to candidates regarding coursework is included at the end of this booklet.

WHERE DO STUDENTS GO FOR AN EXAMINATION?

Most examinations take place in the Old Catmose sports hall, though other spaces within the Federation may be used for larger exams. To ensure a prompt start, students must arrive at least 15 minutes before the published start time and wait quietly outside the examination room. Examination conditions apply from the moment they enter.

Students will be allocated a seat number in advance, and it is essential they sit in the correct seat to receive the right exam paper. Seating plans will be displayed on the examination notice board in the Heart Space at Harington School at least 48 hours before the exam. Copies will also be available in the examination room.

HOW WILL STUDENTS KNOW WHEN THEY HAVE AN EXAMINATION?

The main examination period runs from mid-May to the end of June, though some oral and practical examinations occur earlier. At the start of the season, all candidates receive an individual timetable listing their exams' dates and times, as determined by the examination boards.

Morning exams begin at 9:00 AM, and afternoon exams at 1:00 PM. Students must arrive at 8:45 AM for morning exams and 12:45 PM for afternoon exams. The exam notice board in the Heart Space should be checked regularly for updates. Some exams may finish after the School day, so students and parents should plan accordingly. Leaving an exam early is not permitted.

WHAT HAPPENS IF THERE IS A CLASH ON A STUDENTS TIMETABLE?

If a student has two exams scheduled at the same time, they must inform the Examinations Officer immediately. In such cases, students will usually sit one exam first and then be supervised in isolation before sitting the second exam. Isolation is necessary to prevent contact with students who have already taken the exam.

WHO INVIGILATES THE EXAMINATIONS?

The School employs a team of trained and DBS-checked invigilators to supervise exams under the Examinations Officer's direction. Students must follow invigilators' instructions promptly. Failure to comply may result in removal from the examination.

A subject teacher will typically be present at the start of each exam to ensure students have the correct papers and to give subject-specific instructions. Examination regulations will be read aloud by an invigilator or the Examinations Officer before each exam begins.

WHAT HAPPENS IF STUDENTS ARRIVE LATE FOR AN EXAMINATION?

If a student is running late, they or their parent should call the School immediately to notify the Examinations Officer. If a student arrives only a few minutes late, they may still be admitted. However, if they are more than 30 minutes late, the awarding body must be informed, and they will decide whether the exam paper will be accepted.

Students arriving after half the exam's duration has elapsed will not be permitted to sit the exam under any circumstances, except in cases of timetable clashes.

WHAT MATERIALS AND EQUIPMENT DO STUDENTS NEED?

Students must bring their own equipment for A-level examinations. If uncertain, they should consult their subject teacher. All equipment must be in a clear pencil case, and only black pens may be used. Water or diluted squash is permitted but must be in a clear plastic bottle with the label removed.

ARE THERE ANY PROHIBITED ITEMS?

There are some items that cannot be taken into examination rooms. The awarding bodies treat the possession of these items as a serious breach of examination regulations and can lead to disqualification from one or all examinations:

- Mobile phones;
- Storage devices;
- Electronic devices;
- Any type of watch, including wrist watches and SMART watches/Fitness Trackers;
- Tippex;
- Correction pens;
- Food items including chewing gum;

WHAT IS MALPRACTICE?

Malpractice is the term that the awarding bodies use for any irregularity or breach of the regulations. The Examinations Officer is required to inform the awarding bodies of any suspected irregularities or infringements during examinations, such as a student using a mobile phone. The awarding bodies will decide if any action is needed. They operate a system whereby the minimum penalty is loss of marks and the maximum penalty is disqualification from the subject, all examinations by that awarding body, or in extreme cases admission to sit any form of examination for a period of time.

WHAT HAPPENS IF STUDENTS DO NOT ATTEND AN EXAMINATION?

If a student cannot attend an examination then a doctor's note will be needed to enable us to request special consideration. If students do not attend an examination and do not have a doctor's note they will not be eligible for a special consideration request. In this event students will be awarded a mark based on the components which students have completed and that have been marked.

If a student does not sit an examination for which they have been entered without having a good reason for being absent, they will be invoiced for the entrance fee for the examination.

BEHAVIOUR DURING EXAMINATIONS

JCQ regulations are displayed inside and outside the examination room. Disruptive students may be removed from the exam. Any student who communicates with another candidate will be reported to the awarding body and may be disqualified from the subject.

DRESS CODE

Students must adhere to the School dress code during examinations. Those dressed inappropriately will not be permitted to sit their exam. Jewellery, such as bracelets, should not be worn if it may cause a disturbance.

IF STUDENTS ARE ILL DURING THE EXAMINATION PERIOD?

If students become ill in the weeks leading up to the examination series, thus affecting their revision time or attendance, then a doctor's note must be produced immediately, together with an accompanying letter. This procedure is the same for illness during the examination. If hospital admission is required then a letter from the hospital is essential. If the Examinations Officer has this information they may be able to ask the awarding bodies to make special consideration for the affected examinations. It should be noted that the awarding bodies will only give a maximum of 5% extra marks for special consideration.

If a student sustains an injury or experiences a new medical condition in the lead up to or during the examination period, it is essential that the Examinations Officer is informed as soon as possible, so that we can ensure that the right support is put in place. This may also include asking the awarding bodies to make special consideration for affected examinations.

If students are unable to attend an examination because of other circumstances (e.g. family circumstances or bereavement) the Examinations Officer must be informed on the day of the examination. Medical certification or other proof will be required within 48 hours if an application for special consideration is to be made to the awarding bodies. Parents and students should be advised that any adjustment in marks will be small and no feedback is given by the awarding bodies.

On the first day of illness or difficulty please notify the Examinations Officer using the number on the front of this booklet. They will be able to give clear guidance on the best course of action.

CAN STUDENTS TAKE HOLIDAY DURING THE EXAMINATIONS?

The dates for examinations are fixed by the awarding bodies but are subject to change right up until the first examination. These cannot be changed in any way to suit the needs of the School. Under no circumstances will holiday be permitted during the examination periods.

DO STUDENTS GET STUDY LEAVE?

Study leave will be granted, with dates confirmed closer to the examination period. Students are welcome to revise at School during opening hours, with subject teachers available for support.

HOW DO STUDENTS GET THEIR RESULTS?

Students A level results will be emailed to their Harington School account, at 8:30am on Thursday 14 August 2025 to correspond with UCAS which confirm university places at a similar time. The School will be open from 9.30 if students would like to collect their results. Teachers and other School staff will be in the Heart Space where students can collect their results.

WHAT DO I DO IF I HAVE AN ENQUIRY ABOUT RESULTS/APPEALS?

If a student wishes to make an appeal against any of the examination results there is a process available. We normally advise that a review of marking is only appropriate when a student's marks are 1-2 away from the next grade boundary. However, before making a decision with regards to a review of marking the following steps should be followed:

- 1) With the student's permission, a request to recall examination script/s will be made to the examination board. The student must complete an online form to give the exam centre permission to recall scripts. The recalled scripts will then be reviewed by the student and, where possible, by a relevant Subject Teacher.
- 2) If students wish to request a review of marking then they will be expected to pay. A permission form will need to be completed, and the payment received before the review of marking can be submitted.

Students must realise that a review of marking is not without risk, this is because marks and final grades can go down as well as up. The outcome of any review of marking is final.

If a university offer is dependent on the outcome of a marking review, we recommend submitting a priority review request, as this will yield a decision within one week. This option can be selected on the 'recall of scripts and Review of marking' online form.

The recall of scripts and review of marking form can be found using this link:

[Recall of Scripts and Review of Marking Form 2026](#)

Students will be notified of the outcome via email. If the review of marking results in a positive grade change, then a refund of monies paid will be given. Please note that a change in mark but not change in grade will **not** qualify for a refund. A completed recall of scripts and review of marking form must be submitted by no later than 20 August 2026.

HOW DO STUDENTS COLLECT THEIR EXAMINATION CERTIFICATES?

Students will be invited to attend a Christmas reunion in December 2026 where they will be presented with their certificates.



EXAMINATION APPEALS PROCEDURES

INTERNAL COURSEWORK REVIEW PROCESS

Harington School is committed to ensuring that all students' work that is submitted for assessment for an external qualification is assessed fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should always be conducted by staff who have the appropriate knowledge, understanding and skills of the subject being assessed. All students' work should be produced and authenticated according to the requirement of the examination board. Where a set of work is divided between staff, consistency should be assured by means of internal moderation and standardisation. If a student wishes to challenge the marks they have been awarded in their coursework there is a review process that should be followed.

Stage 1: Student requests review of marks. At this point the class teacher will explain with the candidates the specific marks with close reference to mark schemes. If the candidates remains dissatisfied:

Stage 2: Head of School or person nominated will review internal procedures to check they have been followed in accordance with the published guidance.