



EXAM HANDBOOK FOR STUDENTS GCSE'S

2025 / 2026



YSGOL GYFUN GWYR

Centre Number 68877

Introduction

Ysgol Gyfun Gwyr is committed to ensuring that candidates are informed on the examination and assessment process underway at Ysgol Gyfun Gwyr and that you are aware of the guidance and management of the JCQ awarding body and the necessary information for GCSE for candidates.

Your Details

Candidate's Name

Candidates are registered using legal names, not preferred names, and should be the one who appears on your birth certificates and passport.

Candidate No.

You have a four-digit candidate number. This is the number you will put on exam papers. (For example: 7321)

Unique Candidate Identifier (UCI):

In addition to a candidate number, each candidate has a Unique Candidate Identifier (12 numbers and 1 letter), shown on your provisional schedule. This number will usually start with the Centre Number (68877) unless you have transferred from another school.

Your UCI is used for administration purposes and you don't need to remember it.

Exam Timetable

Candidate Timetable – When receiving your Exam Timetable, check that all levels of entrance and exam information are correct. With special attention to all your personal details, date of birth, that spelling of names is correct as these will appear on your certificates and it can be difficult to change them after certificates are awarded. Please contact Mrs Catrin Davies (Examinations Officer) immediately if you discover any errors.

DaviesC1509@Hwbcymru.net - 01792 977117

Contingency Day

The awarding bodies have designated **Wednesday 24th June 2026**, as 'contingency sessions' for this year's exams. This is in case of national or local disruption to examinations. We must remind applicants that they must be available until the end of the academic year until otherwise advised by JCQ should the Exam Board need to use its 'contingency day' plan. These days are not for candidates who have missed exams due to any reason.

Exam Clashes

If you have an exam clash, we will let you know how that clash will be resolved.

An Exam clash is when you have two exams in the same subject or different subjects scheduled for the same time.

If you have a clash, the following information explains what will happen:-

You will be kept under surveillance between your two exams

During this time you can revise, but you should not have any electronic communication/storage devices or internet access in your possession. (All revision material should be left with an Invigilator at the start of your first exam.)

During this time you cannot have contact with other pupils, except for those pupils supervised in the same room as you

It is advisable to bring a snack and drink (give this to your Invigilator at the start of your first exam).

You will be picked up from your first exam by a supervisor and taken to another classroom until you start your next exam.

If you do not understand your conflicting instructions, speak to Mrs Catrin Davies the exam officer.

Exam Locations

Exam / classroom location information will be posted on the exam notice board outside the Exam office in the days leading up to your exam, please check this daily as changes may occur.

The main cohort of exams are held in the Gym

Exam Invigilation

Examinations are invigilated by a team of experienced external invigilators.

Our Invigilators must follow the strict guidelines set by the JCQ.

Please note that an Invigilator cannot discuss the examination paper with candidates or explain the questions during the examination.

Exam Start Time

This is the start time for exams in Ysgol Gyfun Gwyr:

- **09:00** am for morning exams
- **13:00** pm for afternoon exams (some examinations will have to start at 12.30 depending on the duration of the examination)

Some exams will have to start early in the afternoon session to allow you to catch the school bus at home. So be sure to check the exam board for the start time **of ALL** exams.

You should aim to get to school at least **10 minutes before the start** of your exam, after you attend registration, and check that the exam board, then you should make your way to your exam room on time.

You must remain seated and in silence until the end of your exam

If you are entitled to extra time we would encourage you to take this at the end of the exam.

* School Bus – if do you have an exam finishing after the normal school bus times, you will need to arrange another way of getting home.

Exam Rules

Candidates must not enter the examination room until instructed to do so by the Examinations Officer, Headmaster, Deputy Head, senior leadership team, or Invigilator.

Remember:

You are under exam conditions from the moment you enter the exam room until you are given permission to leave

Candidates must listen to the invigilator's instructions and follow them at all times in the exam room

Candidates must not speak to, attempt to communicate with or disturb other candidates after you enter the exam room

You should write clearly and legible

The Centre Number is 68877 this will be displayed on the whiteboard at the front of the exam room.

Exam board details, subject title, tier, paper number, start and end times, and date of each exam will be displayed on the board.

We will clearly announce to candidates when to complete the details on their answer booklet, and announce any additional information.

We will clearly announce to the candidates when you can start your exam, that will be the official start time.

We will specify the time allowed for your exam.

Where Will You Sit In The Exam Room?

- There will be a seating plan outside your exam room, with your name, seat number and candidate number, arrive 10 minutes before the start time.
- Find your desk so quickly and quietly and sit down, once you enter an exam room you are under strict exam conditions (refer to the JCQ Notice to Candidates)
- If you need assistance, put your hand up and an Invigilator will come to you, do not communicate or disturb any other candidate.

Important Rules

All candidates are expected to attend the examinations in full school uniform.

- A clear water bottle is allowed at the venue but must have no labels. It must be placed on your desk.
- **Toilet breaks** will **not** be allowed within the **first half hour of the exam**, also not during **the last 15 minutes** of the exam. There will be exceptions for students with existing and pre-declared medical conditions.
- If you need assistance in any way, raise your hand to attract the invigilator's attention. Don't leave your seat; The invigilator will come to you, for example, if you drop something during the exam, you must ask an invigilator to get it for you.
- You must not communicate in any way with other students; you must always stay facing the front.
- You must not write anything until a member of the Exam Team instructs you to do so.
- This includes filling in your personal details on the front of your question paper or answer booklet

Exam Papers and Answer Booklets

Remember that it is your responsibility to check that you have the right question paper and you are taking the right exam. Check the day, date, subject, unit/component and tier of entry (if appropriate). If you think you have received the wrong exam paper, raise your hand and report it to an Invigilator immediately.

Equipment

Only authorised material can be brought into the exam room: Black Pens, pencils, pencil sharpener, compass, ruler, protractor, highlighters and calculator.

You must bring all your equipment to each exam, if you are not allowed to use a certain item, you will be informed in the announcement before your exam starts, you must give all unauthorised equipment to the Supervisor.

- **Remember you need to write in black ink** (Bring spare pens)

DO NOT use any of the following:

- Blue ink pens
- Corrective pens / removable pens / gel writing pens
- Bags
- AirPods / iPod
- Lucky mascot
- Mobile phones
- MP3/4 players
- Notes
- Any type of watch

If you accidentally bring any of the above to the exam you must notify a member of the Exam Team immediately and surrender the item, ensuring it is turned off. It is your responsibility to collect it at the end of the exam after your paper has been collected. A highlighter can only be used on Question Papers and should not be used on your answers.

You must have a **clear** pencil case containing only authorized equipment

You can use coloured pens or inks for diagrams, maps, charts etc., only if your exam allows them, instructions and information will be given to you on the front of the exam paper or in the announcements at the beginning of the exam.

At the End of the Exam

The invigilator will make an announcement informing you to stop writing or stop working and put your pens down, this will be the end of your exam.

No candidate will be allowed to leave the room until the end of the announced exam time.

- If you are entitled to extra time wait until the end of your extra time.
- Candidates must remain seated until all papers have been collected and the Invigilator instructs you to leave.
- When you leave the exam room you should walk out in complete silence, and refrain from talking until you are far away from the exam room so that you do not disturb your fellow students who are still working.

What happens if there is an emergency in the examination room

If the emergency bell rings the following will occur:

- The invigilator will ask you to stop writing, close your answer booklet and put your pen down
- The invigilator will vacate the room if there is an obvious danger
- If there is no obvious risk to candidates, the invigilator will await instructions from the School Management Team,

If we have to vacate the room:

- The invigilator will instruct you to line up in complete silence and leave the exam room without speaking to each other, or to anyone else you might see.

- During the evacuation time there is no right to speak to anyone else as this could compromise the security of the exam and this will be treated as misconduct and will be reported to the exam board.
- Once you have returned to the exam room, your new finish time will be calculated and you are given time to compose yourself before the exam is resumed.

What to do if you are ill or unable to attend an exam

If you have difficulties during the exam period (eg; illness, injury, personal problems), please inform the Examinations Office, your Class Tutor or Head of Year at the earliest opportunity so that we can help or advise you.

If you miss an exam you will **NOT** be able to do it again.

If you are unwell and unable to take the exam, you **MUST** call the school immediately and leave details for the Exam Office. You **MUST** provide a sick note/letter from your doctor or complete a self-certification form. A self-certification form can be obtained from the Examinations Office.

This must be countersigned by your doctor or nurse. Medical evidence must be provided within 3 days of the missed exam or we cannot take any action on your behalf.

If you don't have a valid reason to miss an exam you will be charged for it.

IMPORTANT : Misreading your timetable is not acceptable as a satisfactory explanation of absence from an external exam.

What to do if you are late for an exam

You should arrive at the school as soon as possible and report to Reception. A member of staff will inform the Examinations Officer if you will be escorted to the examination room. You should not enter an examination room without permission after an exam has started. You will be given the full time for the exam.

If you arrive **VERY** late to an exam. (That is one hour or more after the exam start time - after 10.00am for morning exam or after 2.00pm for afternoon exam) you will still be able to take the exam, but the exam board will have to be notified and there will be a possibility that the board will not accept the paper. This will depend on your reasons for arriving very late.

Misconduct / Malpractice

Misconduct is the term the exam board uses for any irregular conduct or breach of examination regulations. The school and exam board consider breaching exam regulations as very serious, and any activities that may disturb or upset other pupils will **NOT** be tolerated.

The head of the centre and the exam officer have the power to pull disruptive pupils out of the exam room. Pupils are asked to remain silent outside the exam room, entering and leaving in complete silence. This avoids disruption to other pupils and helps to maintain a calm atmosphere for those pupils who are worried about their exams.

Examples of misconduct include:

1. Bringing unauthorised materials to the examination room:
2. copying or trying to copy
3. communicating with other candidates
4. leaving the examination room without permission
5. deliberate disruption
6. pupils who write inappropriate comments or pictures on their exam scripts, on the desk or on themselves.
7. Ignoring invigilator instructions, such as candidates continuing to write when told to stop

IMPORTANT - Possession of a mobile phone (or any other electronic communication device, e.g. AirPods/iPod, headphones, Apple Watch/Smart watch) is considered misconduct and you will receive severe punishment from the awarding body.

Candidates who attempt to communicate with other pupils inside the exam room, or who create a disturbance, will be taken out of the room, and the behaviour will be reported to the exam board. This may result in the pupil not receiving a grade for that exam.

Important Dates

GCSE results day
Thursday 20th August 2026

(Results available from 9.00 – 12.00)

Certificates : Collected after November 2026

Handy Links

[Information for candidates documents - JCQ Joint Council for Qualifications](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)

www.jcq.org.uk/exams-office/information-for-candidates-documents

[Key Dates & Timetables | WJEC](https://www.wjec.co.uk/home/administration/key-dates-and-timetables) www.wjec.co.uk/home/administration/key-dates-and-timetables

[Student Support \(wjec.co.uk\)](https://www.wjec.co.uk/home/student-support) www.wjec.co.uk/home/student-support



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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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 exam/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.



On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

Before sitting your exams, ensure you know:

- ☐ the date, time and location 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 will need:

- ☐ a clear pencil case
- ☐ at least two black ink pens – blue pens are not acceptable
- ☐ an approved calculator for relevant exams
- ☐ appropriate apparatus 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



What you cannot take into exams:

- ☐ any type of phone
- ☐ revision notes
- ☐ any type of watch (this includes analogue, digital and smart watches)



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.
- ☐ Fill in your details on the front of your answer booklet.
- ☐ If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- ☐ If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- ☐ Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

Contingency sessions:

- ☐ There are contingency sessions within the Summer 2024 exam timetable – the afternoon of 6 June and 13 June 2024 and the morning and afternoon of 26 June 2024. Make sure you are available on all three dates even if you do not have an exam.

If you have any questions about your exams, please 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 2023

While we like to share our experiences online, when it comes to exams, we have to be careful.

- 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
- Don't be caught out by scammers selling fake exam papers




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


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



Please
take the time to
familiarise yourself
with the JCQ rules:
[jqc.org.uk/exams-office/
information-for-candi
dates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)

Information for candidates Written examinations. 1 Sept 2025

This document has been written to help you. Read it carefully and follow the instructions.

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 subjects
4	You must not take into the exam room any unauthorised material, including: 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 the exam has started
7	You must not write inappropriate, obscene or offensive <u>material</u>
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 equipment which you need for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise
C Calculators, dictionaries and computer spell-checkers	
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 it; (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 spell checker unless you are told otherwise.
Ch Instructions during the exam	
1	Always listen to the invigilator. Always follow their instructions.
2	Tell the invigilator at once if: (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) <u>you think you have not been given the expected access arrangement(s).</u>
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 before you start the exam. Do not open the question paper until you are instructed 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
D 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: (a) you have a problem and are in doubt about 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.
D 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
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

Information for candidates for on-screen tests – effective from 1 September 2025

This document has been written to help you. Read it carefully and follow the instructions..

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 You **must not** take into the exam room any unauthorised material including:
notes;
earphones or earbuds (e.g. AirPods), mobile phones, MP3/4 players or similar devices, smart devices, smart glasses, tablets (e.g. iPads or iPods);
a watch.

Unless you are told otherwise, you **must not** have access to:

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;
prepared templates.

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.

- 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.

Calculators, dictionaries and computer spellcheckers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
make sure it works properly; check that the batteries are working properly;
clear anything stored in its memory;
remove any parts such as cases, lids or covers which have printed instructions or formulae;
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:
you have been entered for the wrong on-screen test;
the on-screen test is in another candidate's name;
you experience system delays or any other IT issues;
your access to the on-screen test has not been set up correctly;
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:
you have a problem with your computer and are not sure what you should do;
you do not feel well.
- 3 You **must not** ask for, and will not be given, any explanation of the questions.

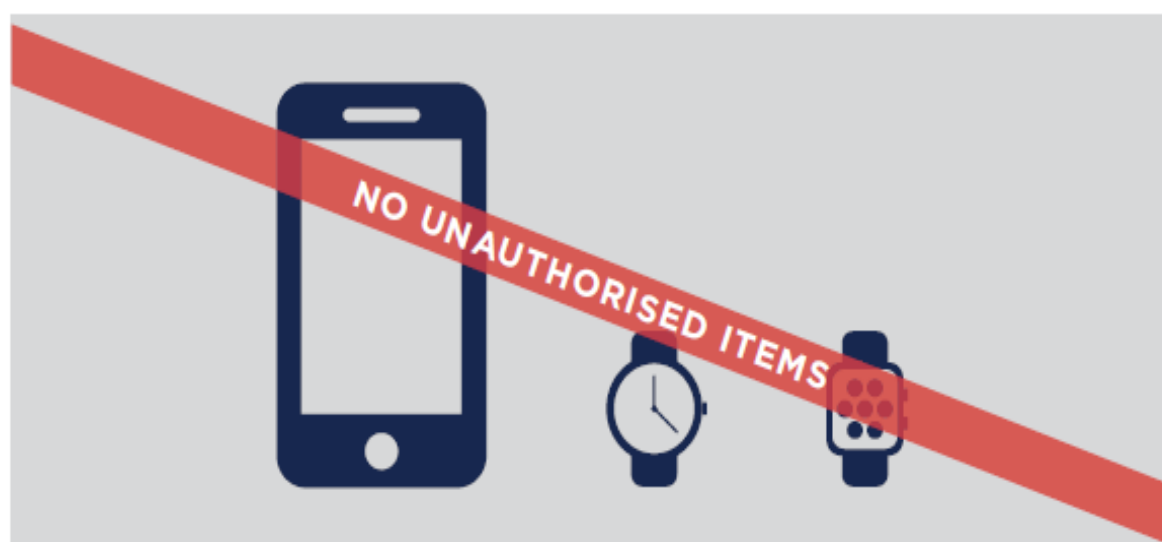
F At the end of the on-screen test

- 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.

NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED 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.