



The
Henrietta Barnett
School
FOUNDED IN 1911

Exam Guidance for Candidates - Summer 2025 2026

Centre Number: 12250
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Ms Nanan is supported in her work by the Heads of Key Stage. Please do keep communicating with us through the exam period.

Statements of Entry/Timetable:

All Candidates receive a Statement of Entry/Exam Timetable from school indicating the subjects they are being entered for and the levels of entry, where applicable. You must check everything on your Statements of Entry very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and there will be a charge to change them once certificates are awarded.

Exam Boards

HBS uses the following Exam Boards: AQA, OCR, Edexcel and WJEC.

Timetables

Make sure you know the dates and times of your exams. If you miss a Public Exam you cannot take that paper at another time.

- Morning exams start at 9.00am
- Afternoon exams start at 1.30pm

Attendance at exams and information about what happens in the venue

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time.

Candidates must arrive 15 minutes prior to the start time of their exam.

A compulsory Exam Briefing will take place 15 minutes before the start of every exam in the Main Quad. Every candidate must attend this. It is your responsibility to turn up on time for the exam so make sure that you and your parents know the dates and times of each of your exams.

If you know that you are going to be late, or if there is any issue, contact the exam mobile number - 07561 838 399 as soon as possible so that we can advise as to the best way forward.

Any candidates who arrive late for an exam may be able to sit the paper but must be seen by the exams officer and the reason will need to be reported to the exam board. Candidates must be aware that in such circumstances the exam board may refuse the script.

Misreading the timetable will not be accepted as a satisfactory reason for arriving late. Exam boards do not tend to give consideration to candidates arriving late as a result of car breakdown, traffic jams, buses

not turning up, etc. Although we encourage all students to arrive in plenty of time for all exams, so that there is not a last minute panic, it is important that we have up-to-date contact telephone numbers for both you and your parents, or anybody else who might be able to help in an emergency.

Exam Clashes

Some candidates may have a clash where two subjects are timetabled at the same time. HBS has made arrangements for these candidates. You must bring a packed lunch with you and you will be under centre supervision. You will not be able to communicate with anyone in any way except those within the supervised group

Equipment

Make sure you have all the correct equipment for your exam. You must provide all your own equipment. Borrowing from other candidates is NOT allowed under any circumstances. Ordinary pencil cases, boxes or glasses cases are not allowed in the exam room. You should bring your equipment in a clear plastic bag or transparent pencil case. The following equipment should be brought to EVERY exam:

2 pens – black ballpoint only
2 HB pencils
Ruler (marked with mm)
Pencil sharpener
Rubber

For certain exams you will also need the following:

Compasses
Protractor
Calculator
Coloured pencils

All items of equipment, pens, pencils, mathematical instruments, etc. must be visible to the invigilators at all times. Correction pens/fluids are not allowed. Highlighters must not be used in your answers but may be used on question papers.

For any exams where a calculator is required, you must make sure that your calculator conforms to the exam regulations. If in doubt, check with your teacher well in advance of the exam date. Remove any covers (which must not be brought into the exam room) and make sure batteries are new. Calculators with a memory function should be cleared before entering the exam room.

Exam Regulations

A copy of the JCQ 'INFORMATION FOR CANDIDATES', which is issued jointly by all the Examining Boards, has been given to all candidates along with their timetable. All candidates must read this carefully and note that to break any of the exam rules or regulations could lead to disqualification from all subjects. The School must report any breach of regulations to the Awarding Body.

Exam regulations are very strict regarding items that may be taken into the exam room. If you break these rules you will be disqualified from the exam. Mobile phones and electronic devices must not be taken into the exam room even if turned off. If you accidentally take one in, you should hand it to the Lead Invigilator. If you are found with a mobile phone once the exam has started the exam board must be informed and you could be disqualified from this and possible future exams. No watches are allowed in the exam room.

No food is allowed in the exam room. Water bottles are allowed; these must be clear plastic water bottles with any label removed and not block lids.

Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about. Check you have the correct question paper. Read all instructions carefully and number your answers clearly.

You will not be allowed to leave an exam room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly. At the end of the exam all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheet of paper ask for a tag to fasten them together in the correct order.

Invigilators will collect your exam papers before you leave the room. You must remain silent during this time. Remember you are still under exam conditions until you have left venue (including the vestibule area for exams in the Main Hall).

If the Fire Alarm sounds during an exam the exam invigilators will tell you what to do. If you have to evacuate the room you must leave in silence and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room, do not start writing until the invigilator tells you to do so. You will be allowed the full working time for the exam and a report will be sent to the awarding body detailing the incident.

What to do if you are ill on the day of an exam

If you are ill it is vital you phone the school first thing in the morning (07561 838 399) to inform us. You are advised to sit the paper if you possibly can. If you obtain a medical certificate, then the school can report the circumstance to the Examination Board who will then consider each case upon its merits. Make sure that the medical certificate covers the appropriate dates and ask the doctor to give as many details of your illness and hand in to the exams office as soon as possible.

Special Arrangements and Special Consideration

Special arrangements and/or Special Consideration may be applied for by the school in certain circumstances. If there is anything at all that impacts on your exam, or on you, during the exam period, you must contact Ms Nanan at snanan@hbschool.org.uk or Mrs Walker at dwalker@hbschool.org.uk

Exam Boards decide on the validity of each application and so we will require evidence to support this application wherever possible.

Results

The dates of issue of results are:

A-Level:	13 th August 2026
GCSE	20 th August 2026

Results Enquiries

Review of Marking/Script requests can only be processed by the Exams Officer once the relevant form has been signed and payment has been received. Only the student concerned can sign these forms. The deadlines for these services are set in June 2026

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Remember a Review of Marking can lead to a subject grade going down as well as up, or remain unchanged.

Review of Marking fees will be refunded if the overall subject grade improves.

Certificates

The certificates for the summer 2026 examination series will be available from December 2026. You will be notified of the date and time to when you can collect them.

If you have any questions at all, please do get in touch – we are all here to help to ensure the exam period runs as smoothly as possible.

Review & Update

This policy will be reviewed annually. It was last updated in October 2025.