

St Columba's Catholic Boys' School



Examination and NEA Information 2026 - 2027

(For all students in KS4 years 10 & 11)



Dear Parent/Guardian and Student

We are incredibly pleased with the results and outcomes for the St Columba's Class of 2026. The results will see the school's second highest placing in the local performance tables. Fantastic results, for most in English, maths, RE, science and many more subjects. Traditionally GCSE Results at St Columba's are fantastic for 90% of our students. Almost one quarter of all grades were awarded at 7 or above; English Language results significantly above the figure for boys nationally. Incredible progress, incredible attainment - many students going on to the 6th forms and colleges to do the courses they wanted to do.

10% do not...

In previous years unsuccessful students at St Columba's haven't taken up the outstanding teaching, they don't do the independent work throughout Year 11 necessary for success at GCSE and critically they do not engage in preparation for examinations process that starts at the information evening. Those students end up coasting onto courses that don't interest them, the element of being in control of the next step taken from them.

This booklet has been designed to provide information on the exams process at St. Columba's.

Please read the information contained in it carefully. There is information concerning exams and also non-examination assessments', *please keep this booklet for future reference*. It is essential that all students understand the rules and what is expected of them.

Exams can be a stressful time, so we hope that this booklet will explain the process and what should happen.

If you have any questions or problems, please contact the following staff at the school:

Mr D Osborne	Head of year 11 (dse@st-columbas.co.uk)
Ms B Reddington	Exams Officer (brn@st-columbas.co.uk)
Subject Teacher and/or Department Head	For queries concerning courses, NEA & tiers.

Careful planning now will avoid stress later on. I would like to take this opportunity to wish you every success in your forthcoming public examinations.

Yours Sincerely

Mr D Evans
Headteacher

EXAM ENTRY POLICY

It is the policy at St Columba's that all students will be entered for all exams in the subjects they study. However, there is an exception to this rule:

If Heads of Department, in consultation with subject teacher, consider that a student should be withdrawn from examination entry on educational grounds, they will raise the matter with the head of yr11, and discuss the reasons for their recommendations. Attendance, attitude and completion of coursework will be taken into consideration.

Every student is issued with an individual statement of entry, listing all the examinations the student has been entered for (in January/February for summer exams). They should check that their personal details are correct and that they have been entered for correct exams, they should contact the Exams Officer if there are any errors. Later amendment requests may incur charges.

The final decision on entry rests with the Headteacher. If, after an entry has been made, a pupil fails to arrive for an examination, or is withdrawn on educational grounds (i.e. insufficient coursework), then the parents are **liable for the full exam fee.**

Illness on the day of the examination, *supported by a doctor's note*, removes the liability.

Every student will be issued with a personal examination timetable as early as possible. The timetable will list all of their examinations in date order and will state how long the examination is and which session, AM or PM.

If there are any changes to a student's entries or timetable, they will be issued with an updated version in writing.

If you, or your child, have any queries or problems about examination entries, please contact the Examination Officer at the school as soon as possible.

EQUIPMENT

Every student **MUST** provide all equipment for **ALL** their examinations. Equipment required will vary depending on the exam but may include the following:

- Pens must be **black**
- HB Pencil & sharpener
- Eraser
- Ruler
- Scientific Calculator
- Pair of Compasses
- Protractor
- Highlighters

Each subject teacher will inform the students of any other materials such as set texts and scripts, required for examinations.

All equipment should be in a **clear pencil case or plastic bag only**. The use of gel pens, erasable pens, correction fluid and correction pens is not permitted.

Using calculators

Candidates may use a calculator in an examination unless prohibited by the awarding body's specification.

The instructions on the question paper will say if calculators are not allowed or if they are expected to be used in the examination. If the instructions do not include either of these statements, calculators are treated as standard equipment and may be used by candidates. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

Calculators must be: - of a size suitable for use on the desk; - either battery or solar powered; free of lids, cases and covers.	Calculators must not: • be designed or adapted to offer any of these facilities: - - language translators; - symbolic algebra manipulation; - symbolic differentiation or integration; - communication with other machines or the internet;
The candidate is responsible for the following: - the calculator's power supply; - the calculator's working condition; - clearing anything stored in the calculator.	• be borrowed from another candidate during an examination for any reason; • have retrievable information stored in them - this includes: - databanks; eg periodic table - dictionaries; - mathematical formulas; - text.

Students without the correct equipment may penalise their own examination performance.

YOU MAY NOT BORROW EQUIPMENT FROM ANY OTHER STUDENT DURING THE EXAM.



Mobile phones, i-pods, MP3/4 players, watches, airpods, earbuds, and products with *any* potential technological/web enabled sources of information are NOT allowed to be on your person during an exam. They will be collected before the exam begins, they must be turned off (not silent). You will be disqualified from an exam if you are found to have a device in your pocket even if it is turned off. They must remain turned off until you leave the exam room.

Possession of unauthorised material is an infringement of the Regulations, even if you do not intend to use it.

Malpractice

Any breach of exam regulations will result in the student being reported to the relevant awarding body for malpractice. The awarding body will then decide the course of the action to be taken. This is usually zero marks for that paper but can include zero marks for all exams with that board.

The most common forms of Malpractice that we have encountered are:-

- Possession of a mobile phone – whether turned on or off
- Writing on the exam paper before being instructed to do so
- Writing anything on the front of the paper apart from information requested
- Watch left on wrist – **all** watches must be handed in
- Revision notes left in pocket

Please be aware of *all* the exam regulations, listen to the invigilators and follow the instructions, ensure you hand in your phone, earbuds and wristwatch etc.

Internal School Exams

We would like to make it clear that whilst the rules and regulations in this booklet apply to all external exams, as a school we also hold year 10 and 11 internal school exams following these same rules.

This ensure that students are familiar with the procedures and rules they need to follow when they sit “real” exams.

Anyone breaching the exam rules and regulations during a school exam will be reported to SLT and a sanction issued.

NB School exams will be scheduled throughout the day, students will be expected to stay till the end of the exam, *which may be after the end of normal school day of 3:00pm*. An individual timetable will be issued to students as soon as arrangements confirmed, so they will be aware of days they may be finishing later.

EXAMINATION RULES

- Make sure you wear the correct school uniform; otherwise you may be refused entry to the exam room.
- Go to the assembly area promptly.
- Go to the toilet before the exam – you will not be allowed to go during an exam.
- Make sure you have all the appropriate writing/drawing equipment you need ready to take in with you to each exam. **You will not be allowed to share equipment with other students** Only clear pencil cases will be allowed in the exam room.
- You may bring water to drink in a *clear plastic bottle without any labels on*. No other food or drink will be permitted.
- Line up quietly and wait to be called into the exam room. Leave your coats and bags where instructed and go to your seat quickly and quietly.
- Electronic equipment, mobile phones, earbuds etc must be turned OFF, placed in the envelope/pencil case provided and handed in before you enter the exam room.
- When you are told to enter the examination room, you should be **silent** from the moment you enter the room until you leave the exam room. Raise your hand if you have a question.
- You must NOT communicate with any other student via any means. You should sit facing the front of the room at all times.
- Make sure the candidate details on the desk are yours. If they are not yours, raise your hand and wait for an invigilator.
- Make sure you have been given the correct question paper- check the date, subject code and correct tier of paper has been given to you. If you are unsure, raise your hand. *Mistakes cannot be rectified afterwards.*

- You must **not write anything** on the front of the exam paper until directly asked to do so by the invigilator.
- **Listen** carefully to the instructions given to you by the invigilator at the beginning of each exam. If you do not follow instructions, the exam board may refuse to mark your exam paper.
- Make sure you write in **black ink** only. Anything else is unacceptable and the examiner will refuse to mark your exam paper.
- Do not use correcting pens, erasable or gel pens or highlighters, in your answers, as the use of these is forbidden. Do not scribble, draw or doodle on your exam paper; the exam board may refuse to mark it.
- Ensure your pockets are empty, no revision notes or other unauthorised material. We will provide tissues if needed.
- **Once you have entered the exam room, you will not be allowed to leave** except in the case of an emergency.
- **If you have any problem during the course of the exam, you must raise your hand and wait for an invigilator.**
- **Students will NOT be allowed to leave the examination room before the scheduled finishing time.** If you have any time left before the end of the exam, use it sensibly to check your work and make sure you have answered ALL the questions you should have, and check you have filled in the front of your answer booklet correctly.
- At the end of the examination, sit silently, **remain in silence** until you are dismissed. Exam conditions apply until you leave the room, **no** electronic equipment may be switched on in the Exam Room.

WHEN THINGS GO WRONG

If you have any problems at all that may affect your examination performance you must tell us as soon as possible so we are aware of the circumstances, ie death in family, broken wrist, illness etc and then we can make suitable arrangements where possible. Contact Ms Reddington, Exams Officer 01322 553236 ext:440, e-mail: brn@st-columbas.co.uk

If you are unwell on the day of the exam. If at all possible you should sit the exam, we may be able to rearrange seating, ie place you nearer door. Let the invigilators know if you are unwell, have migraine etc. A Medical certificate or note from your doctor must be sent to the Exams Officer within three days of the examination in order for an application for special consideration to be made.

If you are going to be late, phone the school and *let us know*. Get into school as quickly as possible (it is best if someone can bring you) and report to the Main Office without speaking to any other student. If you arrive late you may be allowed to sit the paper but the Examination Board may refuse to accept your paper. If you arrive after the exam has finished you will NOT be able to sit the exam.

If you are absent from the start of the exam, the school will try to phone you as quickly as possible to find out where you are and to remind you that you should be in an exam. But it is **your responsibility** to know when your exams are. **It is important that we have your current Phone details on system.**

If you are absent for an exam, please let us know the reason as soon as possible, and if possible provide evidence. Dependent upon the circumstances the board may still be able to award a grade, but this is at the discretion of the exam board - not the school.

It will not be possible, for whatever reason, for you to sit an exam at another time or on another day.

If you misbehave during an exam, disrupt another candidate or break any of the rules, you **will be** reported to the Exam Board who will decide what action to take. Action can range from disqualifying you from the exam to you being barred from sitting any further exams.

Contact details

It is *vital* that the school has current contact details for students and their guardians so we can try to contact you if a pupil is absent.

Please ensure that the school has your current phone numbers on record and notify us of any changes: office@st-columbas.co.uk

Contingency Day

The awarding bodies have designated **Wednesday 23rd June 2027** as 'contingency day' for examinations.

In the highly unlikely event that there is a national disruption to a day of examinations, as a last resort the affected examinations will be rescheduled. It is possible that there could be more than one timetable date affected following the disruption. Any issues may result in exams being rescheduled to 23rd June.

Candidates must remain available until this date in case an awarding body need to invoke its contingency plan.

Should a candidate **not** be available for a rescheduled exam they will be marked as absent and receive zero score for that paper.

Once a candidate has completed all their exams there is no longer a need for them to remain available until 23rd June.

RESULTS DAY - Thursday 19th August 2027

A Statement of Results will be available for collection on the day specified above from 8:15am – 9:30am.

If you **will not** be able to collect your results on this date you have two options:-

1. You can supply a stamped self-addressed A5 envelope in order to have your results posted to you,
2. Provide a letter, signed by you, giving permission for a named person, ie parent, to collect your results on the day. (They will need to bring photo proof of ID with them to collect your results.)

These should be provided to the Exams Officer before the end of Summer Term.

There will be staff available on results day, till at least 2pm, to discuss any questions you may have, including the exam officer, Ms B Reddington. Please ensure you understand the information given with your results and ask questions, there may not be staff available to answer any later enquiries until school opens in September.

Certificates – Usually distributed via a prize giving in Nov/Dec – if this is not possible you will be notified of how and when they can be collected, more details nearer the time.

Your results will not be sent or handed to anyone else, without your written permission, given in advance (as above).

The following pages contain important information & rules for:-

- NEAs – Non-examination assessments
- Social Media
- Privacy Notices
- Warning to Candidates
- No phones information
- St Columba's Internal Assessment Appeals Policy
- Post results services
- Provisional Exam Timetable

Please also read the Information for Candidates documents, that are available via school website from Joint Council for Qualifications (JCQ). Key Info/Exams:-

It is important that **all** students in years 10 and 11 read these documents. These rules apply to all Exams and Non-Examination Assessments held at this school.

JCQ – Information for candidates Non -examination Assessments (NEAs)

This document tells you about some things that you **must** and **must not** do when you are completing your work.

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.

If there is anything that you do not understand, you **must** ask your teacher.

Preparing your work — good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you **must** each write up your own account of the assignment. Even if the data you have is the same, you **must** describe in your own words how that data was obtained. You **must** **draw your own conclusions from the data.**

You **must** meet the deadlines that your teacher gives you. Remember – your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. **Do not** leave it lying around where your classmates can find it. **Do not** share it with anyone, including posting it on social media. You must always keep your work secure and confidential. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Do not be tempted to use pre-prepared or generated online solutions and try to pass them off as your own work – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying

You **must not** write inappropriate, offensive or obscene material.

Research and using references

In some subjects you will have an opportunity to do some independent research into a topic.

The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

You can demonstrate your knowledge and understanding of a subject by using information from sources or generated from sources which may include the internet and AI. Remember though, you **must** take care how you use this material - you cannot copy it and claim it as your own work.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You **must** take care how you use this material though – you **cannot** copy it and claim it as your own work.

The regulations state that:

‘the work which you submit for assessment **must** be your own’;

‘you **must not** copy from someone else or allow another candidate to copy from you’.

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. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, p29.

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example:

http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2024.

Where AI has been used, your reference **must** show the name of the AI tool used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2024. You should acknowledge the sources used by the AI tool in generating the content.

You must retain a copy of the question(s)/prompts used to generate the AI content and the AI-generated content itself in a non-editable format (such as a screenshot) and provide a brief explanation of how you used it. This **must** be submitted with your work for final

assessment so that your teacher can review the work, the AI-generated content and how it has been used

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether a bibliography is necessary. Where required, your bibliography **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

If you copy the words or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating.

Plagiarism

Plagiarism involves taking someone else's words, thoughts, ideas or outputs and not crediting the source. This includes outputs from AI tools. It could also include AI-produced material.

Plagiarism is a form of cheating which is taken very seriously.

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned they may have read the source you are using, or even marked the work you have copied from!
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Sanctions for breaking the regulations

If it is discovered that you have broken the regulations, one of the following sanctions will be applied:

- you will be awarded zero marks for your work;
- you will be disqualified from that component for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which sanction is appropriate.

REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK.

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

Awarding Body Privacy Notices

Awarding body privacy notices are available to access from these links below – or from their websites – these replace the JCQ document “Information About You and How We Use It”.

AQA:- <https://www.aqa.org.uk/about-us/privacy-notice>

Eduqas:- <https://www.eduqas.co.uk/home/privacy-policy/>

OCR:- <https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/candidate-privacy-policy/>

Pearson:- <https://www.pearson.com/legal-information/privacy-notice.html>

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 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 during your examination, raise your hand to speak to an invigilator.

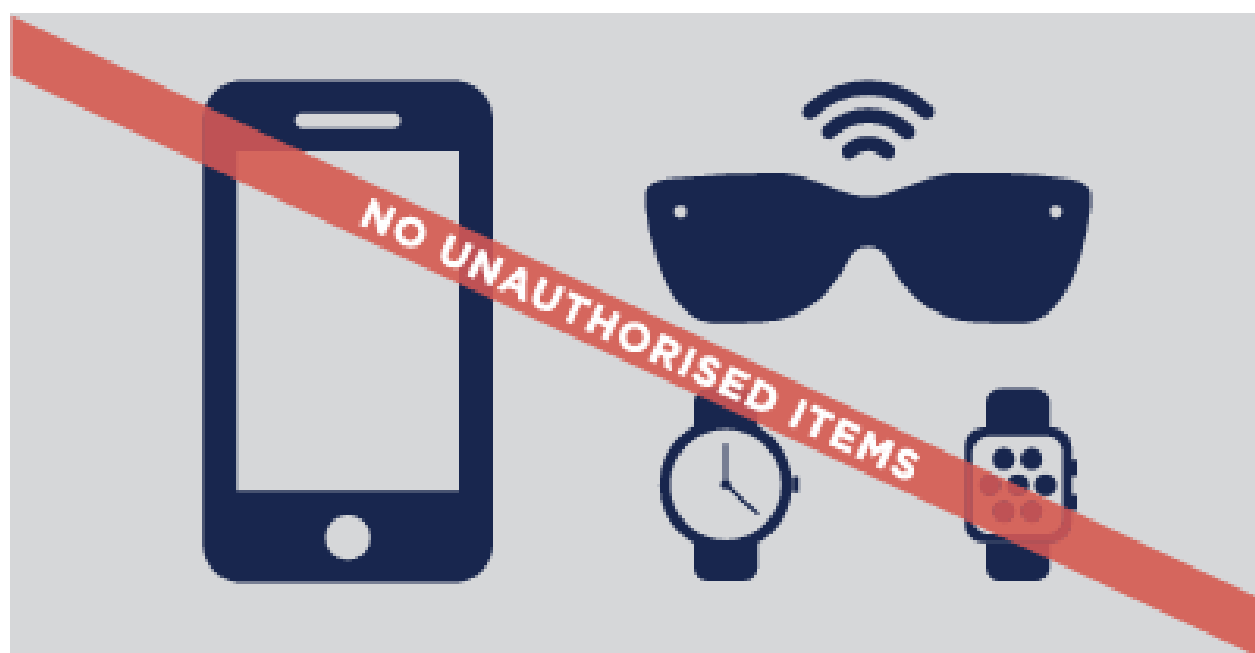
Do not speak to or disturb anyone else.

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.

JCQ CIC® 2026 – Effective from 1 September 2026

**NO MOBILE PHONES
NO SMART GLASSES
NO WATCHES**

NO STORAGE OR WEB-ENABLED DEVICES



Possession of unauthorised items
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.



St Columba's Catholic Boys' School

Appeals against Internal Assessment of Work For External Qualifications

St Columba's Catholic Boys' School is committed to ensuring that whenever its staff assesses students' work for external qualification this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The Centre is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

If a student feels that this may not have happened in relation to his work, he may make use of this appeals procedure. Note that appeals may be made against the process that led to the assessment and/or against the mark submitted by the centre for moderation by the awarding body.

This procedure is available from the Exams Office and is posted on the School website.

1. Appeals should normally be made by 30th April for examinations in the summer series. *This deadline may be extended in exceptional circumstances in situations where the coursework marking and moderation schedule extends beyond this time.*
2. Appeals should be made in writing by the candidate's parent/carer to the Assessment Manager, who will investigate the appeal with at least two other

members of staff who have not been involved in the internal assessment decision. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body and the examinations code of practice of the QCDA.

3. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the Awarding Body and any changes made to the procedure relating to internal assessment.
4. The outcome of the appeal will be made known to the Headteacher and will be logged as a complaint. A written record will be kept and made available to the Awarding Body upon request. Should the appeal bring any significant irregularity to light, the Awarding Body will be informed.
5. If the appellant is unhappy about the response in writing, he can ask for a personal hearing, where a panel will consist of two persons not previously involved, normally the Headteacher and a member of the Governing Body.

Note:

Each Awarding Body specifies detailed criteria for the internal assessment of work. In addition, the Awarding Body must moderate the assessment and the final judgement on marks awarded is that of the Awarding Body. Appeals against matters outside the Schools control will not be considered in the School's appeals procedure.

Post Results Services

Review of Marking (RoM)

Reviews of Marking will normally be paid for by the candidate.

Information regarding the deadline, how to apply and how to pay for reviews of marking will be included in the envelope with students' results and posted on school website under exams tab.

The school will endeavour to identify those results it feels should be considered for a review, and inform the candidate of the option. But the school has no obligation to do this and candidates should ensure they understand their results and what options are available to them. Any questions, on results, should be directed to the exams officer.

Access To Scripts

Information regarding this service will also be included in the candidates' results envelope and school web site.

NB Relevant School policies are always available on the school website.

NB: This information is provisional – always go by the information on your individual exam timetable, once issued

Provisional Exam timetable 2027				
day	date	start	subject	length
Wednesday	05-May	01:35	Travel & Tourism	2h
Thursday	06-May	08:30	Sport	1h 30m
Tuesday	11-May	08:30	Biology	1h 45m
Tuesday	11-May	08:30	Comb Sci Biol	1h 10m
Wednesday	12-May	01:35	Business	1h 45m
Wednesday	12-May	08:30	English Lit	1h 45m
Thursday	13-May	01:35	Physical Ed	1h 15m
Thursday	13-May	08:30	RS- Route B	1h 30m
Friday	14-May	08:30	Maths	1h 30m
Monday	17-May	08:30	Chemistry	1h 45m
Monday	17-May	08:30	Comb Sci Chem	1h 10m
Tuesday	18-May	08:30	Geography	1h 30m
Wednesday	19-May	08:30	English Lit	2h 15m
Thursday	20-May	01:35	Physical Ed	1h 15m
Thursday	20-May	08:30	History	1h 20m
Friday	21-May	01:30	Business	1h 45m
Friday	21-May	08:30	RS- Route B	1h 30m
Monday	24-May	08:30	English Lang	1h 45m
Tuesday	25-May	08:30	Comb Sci Phys	1h 10m
Tuesday	25-May	08:30	Physics	1h 45m
Wednesday	26-May	01:35	Geography	1h 30m
Wednesday	26-May	08:30	French L	45m/1h
Thursday	27-May	08:30	Maths	1h 30m
Friday	28-May	08:30	History	1h 50m

Half-Term				
Monday	07-Jun	01:35	Statistics	1h 30m
Monday	07-Jun	08:30	RS- Route B	1h
Tuesday	08-Jun	01:35	French R	45m/1h
Tuesday	08-Jun	08:30	English Lang	1h 45m
Wednesday	09-Jun	01:35	History	1h 30m
Thursday	10-Jun	01:35	Geography	1h 30m
Thursday	10-Jun	08:30	Biology	1h 45m
Thursday	10-Jun	08:30	Comb Sci Biol	1h 10m
Monday	14-Jun	01:35	French W	1h15m/1h20m
Monday	14-Jun	01:35	Hosp & Cater.	1h 20m
Monday	14-Jun	08:30	Maths	1h 30m
Tuesday	15-Jun	01:35	Design & Tech.	2h
Tuesday	15-Jun	08:30	Chemistry	1h 45m
Tuesday	15-Jun	08:30	Comb Sci Chem	1h 10m
Wednesday	16-Jun	08:30	Statistics	1h 30m
Friday	18-Jun	08:30	Comb Sci Phys	1h 10m
Friday	18-Jun	08:30	Physics	1h 45m

NB: This information is provisional – always go by the information on your individual exam timetable, once issued

The information contained in this booklet is also available on the school website.

Should you require another hard copy, this can be obtained from reception.