



IMPORTANT INFORMATION FOR STUDENTS

Public Examination Timetable Summer 2026 and Results Day information

Written examinations

Attached you will find your individual timetable for your external public examinations. This is unique to you and states your name and personal details.

- Check that ALL of the information is correct, including your personal information as this will appear on your certificates. The name stated should be your legal surname. This will be the name you write on your examination scripts.
- If you notice an error or omission, come and see me immediately so it can be resolved.
- Keep this document in a safe place and show it to your parents/carers.
- Make a note of the dates and times of your exams along with the room and seat number.

These are public examinations and are set on a national level. They cannot be rearranged or sat another time. You must arrive at your exam room at least 10 minutes before the exam is due to start (the stated start time on your timetable), do not be late.

Emerson Park Academy has to abide by the rules laid out by the examining bodies and the Joint Council for Qualifications (JCQ).

Registration, attendance and absence

Attendance to all exams is compulsory. Students who do not attend without **supporting appropriate evidence** will receive 'No result' and may be expected to pay the cost of the entry fee which is determined by the examination board.

- You must arrive at the examination room at least 10 minutes before the start time on your timetable
- Do not go to registration, you will be registered in the exam
- We will call home if you do not turn up for an exam or arrive on time
- If you are ill or an emergency has occurred on the day of an exam you must call the Academy main reception to let us know. Reception: 01708 475285. Do not call the exams office as we will be preparing for exams and be in the exam rooms. Reception staff will get a message to us
- You are NOT allowed to leave the exam until the full-time duration has lapsed.

Equipment and preparation for your exams

- You **MUST** wear full uniform for all exams, including the correct footwear
- All exams will start on time so do not arrive late
- Prepare yourself **before** entering the examination room by removing equipment from your bag/blazer. Remove labels from water bottles (water bottles must be clear/see through).
- Make sure you have **NOTHING** in your pockets or about your person
- Bring the correct equipment with you at all times. This must be kept in a clear pencil case, including geometry sets. You must only bring equipment into the exam room that is needed for that particular exam. Calculator lids are not permitted in an exam
- We do NOT loan equipment
- Only **BLACK pens** can be used for exams, please make sure that you bring a spare! Do not use erasable pens or correcting fluid
- Pencils, calculators, rulers are needed for some exams; please ensure you bring these with you
- Calculator lids, glasses cases, tissues etc. must NOT be brought to your exam desk

You should have NOTHING in your pockets or about your person. Poor behaviour will NOT be tolerated during exams. You MUST abide by these rules.

Mobile phones, watches and electronic devices

All pupils are aware that **mobile phones, watches** or any other **electronic devices**, such as **earphones** and **apple/android watches** are NOT permitted in any examination room. These are rules laid down by the examination bodies. Mobile phones should be **switched off** and put in your pouch and put in your bag on the day of the exam.

Watches and other belongings can be placed in the 'drop boxes' at the front of your row before you sit down, if you do not have a bag.

If you are found to have a watch, mobile phone, an electronic device or anything about your person during an exam, this will almost certainly lead to disqualification, even if it is switched off.

THESE DEVICES ARE NOT ALLOWED UNDER ANY CIRCUMSTANCES.

Exam Guide and candidate information

As advised previously during assemblies, it is important that you read your 'Student Guide to Examinations and Assessments 2025-26' and the 'Information for Candidates' literature produced by the Joint Council for Qualifications (JCQ). You will be expected to abide by the rules laid out by the examining boards and the Academy during all examinations. This guide is on our website emersonparkacademy.org, along with the 'information for candidates' under a sub section, including exam dates and other important examination information, such as qualification information and our appeals policy etc. You can also refer to the exam information board in the school foyer for exam dates and other JCQ information.

Your individual timetable

Please note, your timetable is unique to you. Keep it safe and make a note of when you are sitting exams. *You will be unable to re-sit a missed examination.*

All exams will be conducted in the Sports Hall, Library, House and sometimes in the Drama Studio.

Results Day – provisional results

Results will be released to students, in person, on Thursday 20th August 2026 between 8:30 and 9:30am in the school foyer. Please make a note of this date and time.

We are unable to give results to third parties, email them or tell you over the phone. Please arrive on time on results day or you may miss getting your results. You should be aware of the times that you will need to provide your sixth form or college with your results in order to secure your place.

If you are unable to collect your results in person, you can nominate someone to collect them on your behalf. You must email exams@emersonparkacademy.org by Tuesday 30th June 2026 to inform us who will be collecting your results. Please clearly state your full name so that we know who the email is from. *This email must come from the student and not the parent/carer.* Your nominated person must bring ID with them on the day. If you do not collect your results on Thursday 20th, they will not be available for collection until the start of the new term in September as the school will be closed.

Exam Certificates

Certificates are produced by awarding bodies in early December 2026 once all reviews of results have been completed. You will be emailed details regarding this to your school email account, of which will remain active until this time. Your parent/carer will receive a text message regarding certificate collection. Please inform us if your parents details change, such as address, email or telephone number.

Review of Results (ROR's)

On results day, if you are unhappy with a result and think there has been an error, you can request a copy of your script so that you can make an informed decision before requesting a 'clerical re-check' or a 'review of marking'. All requests must be submitted to awarding bodies via Emerson Park Academy. Awarding bodies charge for these services. You will receive information regarding post results services and fees in your provisional results envelope on Thursday 20th August and information regarding costs and the procedure surrounding post results requests at the end of your final science exam on 15th June 2026.

Exams Office

If you have any questions regarding your exams, please do not hesitate to come and see me, I am here to help. Exams are planned and finalised months in advance of the actual exam day, so please do not leave anything to the last minute if you have any questions or concerns.

I would like to wish you all the very best of luck!

Yours faithfully,



Mrs T Whiting
Examinations Officer