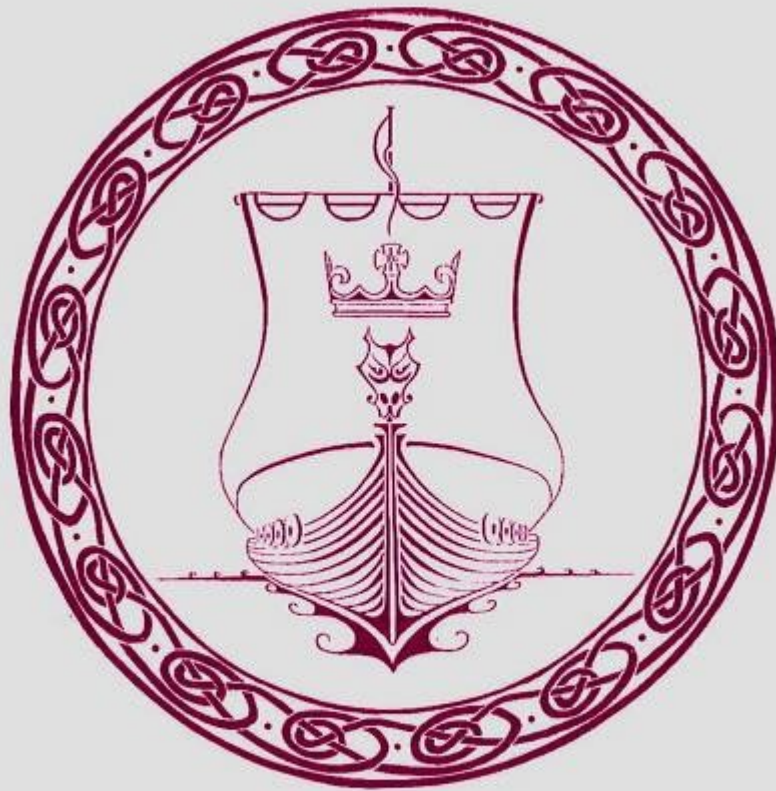


Queen Elizabeth II High School



a.d. 1979

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**Examination Guidance for
Students and Parents
Year 11
2025-2026**

Dear Student, Parent/Carer

It is the aim of Queen Elizabeth II High School to make the examination experience as stress-free and successful as possible for all candidates, whilst adhering to Examination Regulations.

It is intended that exams will go ahead as planned next summer. If there is a significant increase in disruption and/or public health restrictions, the Awarding Bodies will introduce extra measures as a last resort, setting out Contingency arrangements which will be shared with you as soon as they have been published. Due to the continued effect of the pandemic, adaptations have been made to some subjects already; your teacher will confirm these to you.

This booklet is informative and helpful, making you aware of the examination regulations and procedures to follow. Please read it carefully.

The Awarding Bodies (or Examination Boards) set down strict criteria that must be followed. Many of these are coordinated under the Joint Council for Qualifications (JCQ).

The Scottish Qualifications Authority (SQA) is authorised to regulate awarding bodies and the qualifications they offer under the Education (Scotland) Act 1996.

There are copies of the Awarding Bodies regulations for Examinations, Coursework, and Non-Examination assessments. These can be found on the school website within the examinations information section of the curriculum and home learning tab.

<https://qe2.sch.im/>

Failure to follow the regulations will result in penalties, which may include not being allowed to sit the exam or having the paper annulled. This booklet contains information to help you understand the rules. Please also refer to the school website for exam information in the Curriculum and Learning Section.

After reading, please return the completed acknowledgment slip below to the school reception.

Many thanks

Mrs Venezia

Exams Officer

I confirm that I have received, read, and understood the Examinations Guidance Booklet for Students and Parents 2025-2026

Student name.....

Tutor Group.....

Students Signature.....

Parent/Carer's Signature.....

Date.....

KEY DATES 2025/2026

MOCK EXAMS

Monday 10th November to Friday 21st November

SUMMER 2026 EXTERNAL EXAM SEASON

2nd May – 25th June 2026

**PLEASE NOTE THERE ARE EXTERNAL EXAMS
DURING TT WEEK 2026**

Monday 1st June to Friday 5th June 2026

CONTINGENCY DATE WEDNESDAY 24th JUNE (ALL DAY)

This date is set aside for potential national or significant local disruption to exams, and students must remain available up to and including this date.

SESSION TIMES

Most morning examinations begin at 9.00 am.

Most afternoon examinations begin at 1.30 pm.

Please be at school at least 15 minutes before the start of Your exam.

Any variations will be shown on your final timetable.

The school pays for your first entry to each public examination. Candidates are registered using legal names, not preferred names.

IF YOU FAIL TO ATTEND AN EXAMINATION SESSION, YOU WILL BE CHARGED FOR THE ENTRY FEE, UNLESS THERE ARE MITIGATING CIRCUMSTANCES.

Centre Assessed Work (Coursework/Non-Examination Assessments and Portfolios of Evidence)

The following subjects include some percentage of the course content as centre-assessed components/unit (s) known as coursework:

BTEC

Home Cooking Skills (Jamie Oliver BTEC) MRH35

Workskills BTEC DVSC6

Dance (BTEC) New Tech Award RPD3

Cambridge

English Language 0500 (50% coursework)

TQUK Functional Skills (New)

English Functional Skills

SQA

ICT SQA PC Passport – 4 assessed units

Practical Woodworking Practical Assessment SQA National 5

WJEC

Art and Design (Fine Art) 100% Portfolio and externally set task 3651

Design and Technology – Art and Design (Textile Design) 100% Portfolio and externally set task 3653

Art and Design (Graphic Communication) 100% Portfolio and externally set task 3654

Food & Nutrition 3560

Product Design 3603

Drama 3690

Music WJEC 3660

Physical Education WJEC Full Course/Short Course 3550/3555

There may be additional coursework requirements due to the continuing affect of the pandemic. If so, the regulations regarding plagiarism (copying) will also apply to those.

The Use of Artificial Intelligence In Your Exams Or Coursework

Exam 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.

The use of AI in Assessments and Exams

AI misuse is when you take something made by AI and state that it is your own work. This is classed as CHEATING.

The below quick guide document for students gives an outline of the regulations surrounding the use of AI in assessments, and also within exams.

Your teachers and the exam boards are able to check your work as per exam guidelines. Sanctions will be applied if you are identified as misusing AI in assessments.

JCQ
CIC

AI and Assessments

A quick guide for students

What is AI?

- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased

How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

THIS IS CHEATING!

How do I make sure I don't misuse AI?

- 1 Know the rules**
 - You're **not allowed** to use AI tools when you're in an exam
 - Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
 - Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work
- 2 Reference reference reference!**

If you're allowed to use AI tools, you must reference them clearly

 - Name the AI tool you used
 - Add the date you generated the content
 - Explain how you used it
 - Save a screenshot of the questions you asked and the answers you got
- 3 Declare it's all your own work** – When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references

What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

DON'T RISK IT!

REMEMBER
Misusing AI is cheating!
Know the rules
Talk to your teachers
Reference clearly

For subjects that contain work that has been assessed within the school, you will be given your marks before they are submitted to the exam board. This does not apply to SQA/BTEC subjects. You will have the opportunity to request a review of the marking. This should be requested via the Exams Officer. The review period is not an opportunity for you to amend your work, and you can't simply request a review because you are not happy with your mark.

You may request copies of materials to assist you in considering whether to request a review. You can only request a review of marking if you identify issues in the application of the mark scheme, or the wider teaching and learning such as appropriate teacher knowledge, training, understanding and skill in centre assessed marking. You may also base a review on weaknesses in the co-ordination and standardisation of marking. A review will be carried out by an assessor who has had no previous involvement in the assessment of your work and has no personal interest in the review. You will be informed in writing of the decision, prior to the awarding body's deadline. When your work is submitted to the moderator your mark is still subject to change, even if it has been reviewed prior to submission.

Coursework Marks

For **WJEC** subjects that contain work assessed within the school, you will be given your marks before they are submitted to the awarding body. For subjects that contain work that has been assessed within QEII, you will be given your marks before they are submitted to the exam board. This does not apply to SQA/BTEC subjects.

You will have the opportunity to request a review of the marking, and your teacher will allow 5 working days after they have provided you with your coursework/NEA marks. You should request a review of teachers' marks for WJEC subjects with work assessed within the center. You will receive your marks before they are submitted to the exam board. For subjects where work has been assessed within QEII, you will also receive your marks before submission. This does not apply to SQA/BTEC subjects.

You will have the opportunity to request a review of the marking, and your teacher will allow 5 working days after providing you with your coursework/NEA marks. You should initially request a review of your teacher's marks from your teacher, following the internal assessment school policy. You should also complete an internal appeals form against an internal assessment decision, which can be found on the exam information section of the Queen Elizabeth II High School website. Make the Exams Officer aware of your intention to appeal and submit the appeal form to Mrs. Venezia. The review period is not an opportunity to edit your work, and you cannot simply request a review because you are unhappy with your mark.

You may request copies of materials to help you decide whether to request a review. You can only request a review if you identify issues in applying the mark scheme or concerns with the wider teaching and learning, such as teacher knowledge, training, understanding, and skill in center-assessed marking. You may also base a review on weaknesses in the coordination and standardization of marking. A review will be conducted by an assessor who has not been involved in assessing your work and has no personal interest in the review. You will be notified in writing of the decision before the awarding body's deadline. When your work is submitted to the moderator, your mark may still change, even if it has been reviewed before submission by your teacher, following the internal assessment policy. You should also complete an internal appeals form against an internal assessment decision. These can be found on the exam information section of the Queen Elizabeth II High School website. You will

also need to make the Exams Officer aware of your intention to request an appeal and return the appeal form to Mrs Venezia. The review period is not an opportunity for you to amend your work, and you can't simply request a review because you are not happy with your mark.

You may request copies of materials to assist you in considering whether to request a review. You can only request a review of marking if you identify issues in the application of the mark scheme, or the wider teaching and learning, such as appropriate teacher knowledge, training, understanding, and skill in centre-assessed marking. You may also base a review on weaknesses in the coordination and standardisation of marking. A review will be carried out by an assessor who has had no previous involvement in the assessment of your work and has no personal interest in the review. You will be informed in writing of the decision before the awarding body's deadline. When your work is submitted to the moderator, your mark is still subject to change, even if it has been reviewed before submission.

Queen Elizabeth II High School follows the Isle of Man Department of Education, Sport and Culture Complaints procedure in relation to general complaints about the delivery or administration of a qualification.

BTEC – Dance, Home Cooking Skills (Jamie Oliver)

Please also refer to your Student Handbook for further information, which will be provided by your teacher and published on the It's Learning BTEC Pages.

What is assessment?

- Internal assessments are conducted by members of the teaching staff in their role as assessors who have appropriate knowledge, understanding, and skills
- Assessment evidence provided by you is produced and authenticated according to the requirements of the Awarding Body
- The consistency of internal assessment will be maintained by internal verification and standardisation
- All your work being assessed for an external qualification is carried out fairly, consistently, and in accordance with the rules and regulations of the specification

The qualification consists of units of assessment, and each unit is written in a specific way.

This format includes:

- unit title
- level
- credit value
- learning outcomes
- assessment criteria

Your assessor will over a period of time:

- Meet with you to prepare and agree on an assessment strategy before the assessment taking place
- Brief you on the assessment process
- Make an assessment decision based solely on your related performance criteria
- Complete checklists and observation records of your assessment
- Give constructive feedback
- Complete required documentation when competence has been achieved
- Devise new and updated assessment plans with you if competence has not yet been achieved

Your role:

You must:

- Prepare for assessment by familiarising yourself with the standards, what is to be assessed, and how it will be assessed
- Carry out activities and/or answer questions
- Make sure the work is your own and not copied from the internet or anyone else
- Gather and present evidence on assessment
- Receive and act on feedback from your assessor

Where insufficient evidence has been presented, you may be withdrawn from the BTEC qualification. Your assessor will provide the reason why the decision has not been made, and you will be notified in writing.

BTEC Appeals: Policy Aims

To enable you to enquire, question, or appeal against an assessment decision. To attempt to reach an agreement between you and the assessor at the earliest opportunity.

To standardise and record any appeal to ensure openness and fairness.

To facilitate a learner's ultimate right of appeal to the awarding body, where appropriate.

To protect the interests and the integrity of the qualification. You may

appeal against the following:

- Assessment decisions
- Conduct of assessments
- Incorrect use of standards

The appeals system must allow for effective, fast hearing of appeals. Candidates must put their appeal in the first instance to their assessor, in writing.

If the issue cannot be dealt with between the two parties, then an Internal Verifier will be appointed to oversee the appeal. They may either review the assessment themselves or appoint another independent assessor to carry out this task on their behalf.

Once the assessment has been reviewed, which will include discussing the case with both the candidate and the relevant assessor, the reviewer will discuss the relevant material with the Internal Verifier, and a decision will be made, and both the candidate and assessor will be informed in writing of the result.

The decision of the appeals panel is final.

Our School Appeals Policy:

Stage One (discussion with your Assessor)

When a candidate feels that their Assessor's decision is unjustified, the candidate should notify the Assessor in writing within a week of receiving the decision. The Assessor should make a record on the candidate's action plan that the decision was appealed and the date this occurred. The candidate should request that the Assessor consider taking appropriate action to rectify the situation. The Internal Verifier and Centre Quality Nominee should be made aware that this appeal has been lodged. If the issue cannot be resolved between the Assessor and the candidate, the candidate can then instigate Stage Two of the Appeals Procedure. This involves referring the matter to the Internal Verifier.

Stage Two (involving the Internal Verifier)

The candidate should lodge his/her appeal with the Internal Verifier in writing within a week of raising the matter with the Assessor. The Internal Verifier will convene a three-way meeting, attempting to find a mutually acceptable solution between both parties. Through reconsideration of the evidence, the Internal Verifier will attempt to ascertain if the assessment decision is both valid and appropriate. The role of the Internal Verifier during Stage Two is to act as an independent arbitrator. The Internal Verifier will give advice and make suggestions about an appropriate course of action. The Quality Nominee should be made aware that this appeal has been lodged. If a mutually acceptable agreement cannot be reached at Stage Two, the candidate can initiate Stage Three of the Appeals Procedure.

Stage Three (Convening of an Appeals Panel)

If the candidate is still aggrieved, this should be lodged in writing with the Quality Nominee within 20 days of being notified of the assessment decision. The Quality Nominee will notify the External Verifier that an appeal has been lodged and will provide information about when and how the appeal will be heard. The Quality Nominee will set a date for the appeal to be heard by the appeals board. The Quality Nominee will ensure that the panel meets within 20 days of the appeal and will hear evidence from the Assessor and the candidate. The purpose of the panel is to adjudicate and make decisions about disagreements as objectively and independently as possible. No one involved in the original assessment will be included on the panel. Instead, it will consist of the Quality Nominee, an independent Assessor with workplace expertise, and an Internal Verifier (not the subject assessor). If all parties involved cannot reach an agreement, the Chairperson of the panel will initiate the final stage of the Appeals Procedure.

NB: This policy will be reviewed every 12 months by the Senior Leadership Team.



DON'T MISS THE DEADLINES!



Please use the space below to record your coursework deadlines. (Ask your subjectteacher)

Subject	Deadline

Whilst your teacher will disclose the marks they have awarded you, the moderation process may result in your marks changing.

If you suffer from an ongoing medical condition or are experiencing a family crisis and are struggling to complete your work, please do speak to your tutor/teacher or Head of Subject. An extension to the deadline **may** be granted by the exam board. This is not guaranteed and is dealt with on a case-by-case basis.

Coursework/Non-Examination Assessment work may be collected from Queen Elizabeth II High School after the October half-term.

Behaviour

If your behaviour is poor during your mock exams, you will have to sit your external exams in a separate room. You will have to pay for the invigilation costs. Any breach of examination regulations will be reported to the relevant exam board.

Attendance

If you are entered for but fail to complete an element of the course, or fail to attend an examination session, you will be required to pay the examination fee. The fees will be waived if there are extenuating circumstances.

Statement of Entry – Summer 2026

Your Statement of Entry, given to you via your form tutor during the Spring Term, lists all the units for which you have been entered. It is important to check that your name, date of birth, and subjects have all been entered correctly. Let Mrs Venezia, the Exams Officer, know if anything is wrong, no matter how small the error or query.

Individual Exam Timetable

Summer Exam Timetables will be accessed via our new exams system. You and your parents/guardians will receive an email from noreply@schoolworkspace.co.uk with a link to the details. The timetable you will be given is yours only, and will not be issued in hard copy format from Summer 2026 unless you request it. The timetable is dynamic, meaning that it will change to reflect changes to the room and seat that you have been allocated for your exams. So it would be prudent to check for any updates regularly.

You may be sitting some exams at a different time to your friends; this is because some exams clash and have to be taken at different times.

Do not rely on your friends for exam times/dates; use your own Exam Timetable.

IMPORTANT: Please note your candidate number as you will need this for every external examination you take whilst at school.

WRITE YOUR CANDIDATE NUMBER HERE:

Exam Clashes

Don't be alarmed if you have a clash on your timetable. You may find that you have two exams scheduled to start at the same time on the same day, but in practice, your clashing exams will run consecutively, with a break in between if needed, and provided the total duration of all exams does not exceed a total of **3 hours**.

You may have to sit one exam at 9.00 am, then be supervised until 1.30 pm, then sit the other exam.

If you are affected by a clash, the Exams Officer will speak to you and send you and your Parent/Carer information on how the clash will be best resolved.

If you have a clash you might need to bring in food and drink to use throughout the day, together with paper based revision. Again the Exams Officer will be able to advise you of what you can bring with you on the day of the clash, and what to expect.



Preparing for Examinations

You are responsible for arriving at the examination with the proper equipment. We cannot guarantee to provide any equipment you may have forgotten.

Please bring with you:

1. ALL relevant items for each exam

Basic Requirements – to be carried in a **see-through** pencil case or small see-through bag.

Two **black** pens

HB pencil

Ruler

Eraser

Appropriate Equipment, e.g., protractor, compass, sharpener, coloured pencils (for certain exams).

YOU ARE NOT ALLOWED TO USE CORRECTING PENS, FLUID OR TAPE, ERASABLE PENS, HIGHLIGHTERS, OR GEL PENS IN YOUR ANSWERS

You may use a highlighter pen on your question paper.

You must not attempt to borrow equipment from another candidate during the examination.

- You may have a bottle of water (**label removed**). No other food (unless there are medical reasons) or drink is allowed, this includes canned or cartons of drinks, fruit-infused bottles, chewing gum, or any other food – these items will be confiscated.
- You must leave your bag/coat in your locker. Bags and coats are NOT allowed in the exam room under any circumstances unless you have an exam clash that requires lunchtime supervision.
- Tissues. You are not permitted to take tissues into the exam room. If needed, the invigilator will provide you with a tissue in the exam room.

Dress Code

You must be wearing the full and correct school uniform when the school is open for lessons and exams, i.e., at all times during TT week, Monday 1st June to Friday 5th June 2026, AND during October Half Term.

Normal school regulations apply to uniform, hair, jewellery, make-up, etc. **School staff may refuse to admit a candidate who is not correctly dressed to the exam.**

Calculators

Calculators must be:

- of a size suitable for use on the desk
- either battery or solar-powered
- free of lids, cases, and covers which have printed instructions or formulas

Calculators must not:

- be designed or adapted to offer any of these facilities:
 1. Language translators
 2. Built-in symbolic algebra manipulation (output must be numeric, not algebraic)
 3. Symbolic differentiation or integration (output must be numeric, not algebraic)
 4. Remote communication with other machines or the internet
- be borrowed from another candidate during an examination for any reason.
- have retrievable information stored in them – this includes:
 1. Databanks
 2. graphic display
 3. dictionaries
 4. mathematical formulas
 5. text

YOU are responsible for the following:

- the calculator's power supply
- the calculator's working condition
- clearing anything stored in the calculator

The school has calculators for sale in Reception which meet the regulations.

We have a limited number we can lend out in emergencies; however, we are not responsible if there are not enough to give to all students.



On the day of the examination

**** CHECK YOUR EXAM TIMETABLE CAREFULLY. IT IS YOUR RESPONSIBILITY TO BE AT YOUR EXAM VENUE 15 MINUTES BEFORE THE SCHEDULED START TIME ****

Plan your journey carefully, especially during TT week when traffic is heavier than usual. If unforeseen circumstances arise and you arrive late, but before 10:00 a.m. (mornings) and 2:00 p.m. (afternoons), please report to Mrs. Venezia. **If you are likely to be late, telephone the school to inform us. The telephone number is:**

841000

Even if you are allowed in the exam room to sit your exam, the Exam Board may still refuse to accept your paper.

Absence from Examinations

If you are ill and cannot take the exam, you **MUST** telephone the school immediately and obtain advice from Mrs Venezia.

In all instances, medical evidence or a Self-Certification Form will be required.



841000 – School Reception

Seating

You will need to check the venue and seating plan for your exam on your final timetable.

As a general rule, Level 2 (GCSE) exams will take place in the Hall, but this may not always be the case, so it is always better to check your exam timetable to be sure

If you have access arrangements such as a laptop or reader, please check your timetable for variations.

Please wait quietly in the Entrance Hall or outside your exam room and wait for instructions from the Senior Team and/or Invigilator (s).

You **must not** take into the exam room:

- a mobile phone, any type of watch, earphones, or earbuds
- smart glasses
- storage device, iPod, MP3/4 player, or similar device, or ANY potential technological/web-enabled sources of information
- AirPods, earphones, and earbuds
- PAPER NOTES
- a calculator case/instruction leaflet
- a reading pen
- tissues

YOU MUST ENTER THE EXAM ROOM WITH NO WRITING ON YOUR HANDS/ARMS ETC; YOU MUST WASH ANY WRITING/PICTURES OFF BEFORE YOU ENTER. IF YOU DO ENTER THE ROOM WITH WRITING ON YOUR HANDS/ARMS ETC YOU WILL BE ASKED TO STOP WORKING AND MAY BE REMOVED FROM THE EXAM ROOM. YOU WILL BE REPORTED TO THE EXAM BOARD AS THIS ACTION IS CLASSED AS MALPRACTICE. YOU ARE LIKELY TO BE DISQUALIFIED FROM THE UNIT YOU ARE TAKING.

Do not bring your phone or any other electronic equipment into school on days when you know that you have an exam. Queen Elizabeth II High School staff take NO responsibility for valuables being lost, stolen, or damaged during exams. Please leave such items at home to avoid possible problems.

Any valuables left in Reception or in an unsecured area within the school are done so at your own risk.

Once inside the examination room

You are under formal examination conditions from the moment you enter the room in which you are taking your examination(s) until the point at which you are permitted to leave.

Do not fill in your answer booklet until you are instructed to do so by the invigilator(s). Do not write on your exam label, formulae booklets, or prescribed texts at any time.

If you communicate with any other student(s) in an exam room, before or once the exam has begun, all students involved will be reported to the Exam Board for misconduct.

Any attempt to communicate with or disturb other candidates could result in your being excluded from all external examinations.

If you are allowed extra time for your exam, you will have a blue card placed on your desk. If you do not receive one, tell the Invigilator. It is your responsibility whilst in the room to notify the Invigilator if you feel your extra time arrangement are not in place.

If you leave the exam room, you will not be allowed to re-enter the room under any circumstances.

You must not borrow anything from another candidate during the examination.

Invigilators

- Listen to the Invigilator(s) and follow their instructions at all times. Tell the Invigilator at once if you think you have not been given the right question paper or all of the materials listed on the front of the paper, or if the paper is incomplete or badly printed
- The invigilator will ask if you have the **correct access arrangements**, if this is applicable to you. If you are unsure please raise your hand and make the invigilator aware. Arrangements can be confirmed before the start of the exam. DO NOT wait until the end of the exam to raise your queries.
- If you drop anything on the floor, do not attempt to pick it up. Raise your hand, and an Invigilator will pick it up for you
- If you have a problem and are in doubt about what you should do, feel ill, or need more paper, raise your hand
- Read carefully and follow the instructions printed on the question paper and/or on the answer booklet
- Invigilators are there to help you as well as ensure the exam board rules are adhered to. But remember, they are representatives of the exam boards and the school. Lack of respect for them is taken seriously by the exam boards and could have serious consequences for you.

Damage to school property

THERE WILL BE SEVERE CONSEQUENCES FOR ANY STUDENT WHO DEFACES AN EXAM DESK.

At the end of the examination

IT IS SCHOOL POLICY THAT YOU REMAIN IN THE EXAM ROOM FOR THE FULL DURATION OF THE EXAMINATION. YOU WILL NOT BE ALLOWED TO LEAVE EARLY, SO PLEASE DON'T ASK.

Once you have finished your exam, you must wait in silence. Once all exam papers have been collected, you will be dismissed in an orderly fashion. You must remain silent until you are OUTSIDE the exam room.

Please respect that other students may still be working.

If you communicate with any other student(s) before you leave the exam room, all students involved will be reported to the Exam Board for misconduct.

If you feel that your performance has been hindered during your exam in any way, please speak to Mrs Venezia or a senior member of staff immediately, i.e. illness, minor ailments, being disturbed by other students, issues with invigilation. This list is not exhaustive.

Misconduct

Exam Rules & Regulations are written to protect the security of all exams and associated coursework and the rights of ALL candidates sitting an examination.

If you choose not to abide by the rules and regulations, you WILL be reported to the Exam Board. They reserve the right to penalise you depending on the severity of your misconduct.

The penalties which can be issued are:-

1. Warning;
2. Loss of all marks for a section;
3. Loss of all marks for a component;
4. Loss of all marks for a unit;
5. Disqualification from a unit;
6. Disqualification from all units in one or more qualification;
7. Disqualification from a whole qualification;
8. Disqualification from all qualifications taken in that series;
9. Candidate debarment;
10. Cambridge Assessment International Education may inform other examining bodies of the details of the case and the action taken;
11. Cambridge Assessment International Education may inform the police in serious cases involving theft, impersonation or the falsification of documents.

**IT IS THEREFORE VITAL THAT YOU
UNDERSTAND AND FOLLOW THE RULES**

Instructions for a fire drill during an examination

We hope that there are no fire alarms during the examinations; however, if there is an alarm, these instructions must be followed **IN COMPLETE SILENCE.**

- Firstly, do not panic. Stop working immediately and close any exam booklet. Listen to the Invigilators for instructions.
- You will be asked to leave the exam room in silence and in the order in which you are sitting. Leave all equipment in the exam room.
- When you leave the room, you **MUST** be at least one metre away from other students and **MUST** remain silent.
- Do NOT walk to where you would normally go; you will go to the tennis court next to the all-weather pitch adjacent to the atrium.
- When you return to your exam room, do not open your exam booklet and start writing until the Invigilator tells you to do so. Any time lost due to the interruption will be added to the normal finish time of the examination.

**If you do not remain silent throughout, you and anyone
you have spoken to will NOT be allowed back into the
exam room.**

Special Consideration

Special consideration can be applied for should you feel that your performance during written, practical examinations, and coursework has been badly affected by situations such as illness, an accident, bereavement, or family trauma.

All requests should be supported by a letter from a doctor, specialist, or other professional who can verify the application. If this is not available, you will need to complete a Self-Certification Form, which is available from the school.

This has to be done within **7 days** of the last exam in that subject, so prompt action is required.

If you suffer from an ongoing medical condition

Special consideration can only be applied if there has been a **flare-up** of the condition. Access arrangements will already be in place if you have a medical condition, i.e., Extra time and rest breaks.

It should not be assumed that special consideration will automatically be applied in these cases.

All requests should be made to Mrs Venezia.

Special Arrangements due to temporary injury

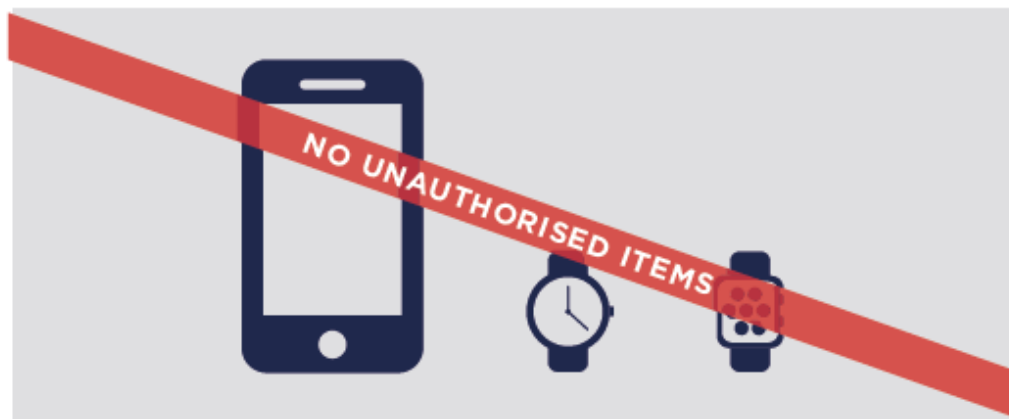
Occasionally, physical injuries may happen during exam times, causing various problems.

Should you be affected by any such circumstance, please contact Mrs Venezia immediately to discuss arrangements such as the use of a laptop.

Arrangements are made depending on the severity of the injury and staff/accommodation availability.

NO MOBILE PHONES NO WATCHES

NO TECHNOLOGICAL OR WEB-ENABLED
POTENTIAL 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.

Warning to candidates



 AQA	 City & Guilds	 CCEA	 NCFE	 OCR	 Pearson	 WJEC
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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, 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.

AFTER THE EXAMS

Exam Results Days

SQA Practical Woodworking and IT (PC Passport) – 4th August 2026

You can request a login to receive your results by email or text by following the link below:

[Get Results Ready](#)

(You will need your Scottish Candidate Number to do this. Please ask Mrs Venezia)

For more information, <https://www.sqa.org.uk/sqa/41324.html>

Cambridge Assessment International Exams – 19th August 2026

You will be issued a login to access your results online at home from 06:00 (UTC/GMT).

Any queries about your Cambridge results can be requested when you collect your remaining results on 20th August 2026.

GCSE Exams (WJEC/AQA/BTEC/PEARSON) 20th August 2026

Results are available from **9.00 am** onwards in the front entrance foyer of QEII.

Members of the Senior Team and the Exams Officer will be available to deal with any queries on most results days.

You can only collect your own results. If you are unable to collect your results in person, you may authorise someone else to collect them on your behalf. This authorisation **MUST** be in writing. Alternatively, if you provide a large stamped addressed envelope before you leave school, we will post your results to you.

Results will not be supplied by telephone or e-mail under any circumstances.

NO RESULTS WILL BE GIVEN OUT TO ANYONE ELSE WITHOUT LETTERS OF CONSENT AND IDENTIFICATION



Post results enquiries

If you are unhappy with the grades you have received and think there may have been a mistake in the marking of a paper, it is possible to request that your paper be reviewed or re-checked. Your written request and payment are required before any enquiry is requested.

ALL REQUESTS SHOULD BE MADE VIA QUEEN ELIZABETH II HIGH SCHOOL – PLEASE DO NOT CONTACT THE EXAM BOARDS.

Review

It is possible to request a review of your paper. This can take up to 3 weeks to be returned.

As a rule, after reviewing, exam grades are only improved in about 1% of cases, and marks may go down as well as up. You should be aware that during a review, the marks and subject overall grades may be confirmed, lowered, or raised, and it is essential that a review form is signed by you, confirming that you are aware of this.

Fees are payable for this service unless the overall grade changes.

Clerical re-check

A clerical re-check service checks that all parts of the script(s) have been marked, that all the marks have been added up and recorded, and grades awarded correctly. The content of the exam paper is not reviewed during this service.

A reply is normally received within two weeks.

In the event of a grade improvement, the fee will be refunded to you.

Coursework/Non-Examination Assessment

It is not possible to have individual coursework marks reviewed. If the Head of Department feels that the overall marks awarded for students' work are lower than expected, a re-moderation of work can be requested by the Head of Department only.

Getting your Exam Paper Back (Access to script)

It is also possible to request the return of your original exam paper(s)

This can be useful if you are intending to retake an exam. It takes several weeks for the scripts to be returned, but they will be received no later than the middle of November.

Deadlines/Fees

Details of deadlines and post results fees (which vary between exam boards) and post results deadlines will be displayed on the Exam Notice Board in the Entrance Hall, on the Sixth Form Notice Board, and available to view on the school's website.

Appeals

If you have an enquiry about the results outcome and wish to appeal, you must follow the procedures outlined by the Awarding Body. Please contact Mrs Venezia, Examinations Officer, if you wish to appeal against a decision.

Re-sits

Cambridge International offers iGCSE resits in October/November 2026 for most subjects. You will be expected to pay for these.

Exams may take place during Half Term: **Monday 20th to October to Friday 30th October 2026**

The deadline for entries and fees is Friday, 11th September 2026
Resit forms can be collected from school or emailed/posted to you.

Results will be issued in early January 2027.

Certificates are issued in the Autumn Term following the receipt of results.

If you are still a student in school, you will be notified in tutor time that your certificates are ready for collection.

Certificates

Letters are sent out informing students who have left full-time education of the arrival of their certificates, which may be collected from the office opposite reception. If you are unable to collect them personally, you may give someone **written** authorisation to collect them on your behalf.

****TAKE CARE OF YOUR CERTIFICATES. THEY CANNOT BE REPLACED EXCEPT IN CASES OF FIRE OR THEFT****

Certificates are legal documents that you will be asked to produce throughout your career.

Do not lose them.

Certificates cannot be reissued.



Exam Boards

These are the specifications we use for GCSE and IGCSE at Queen Elizabeth II High School. You can visit the websites of the Awarding Bodies AQA, Cambridge International, Pearson, SQA, and WJEC to find lots more information, including past papers and mark schemes, exam techniques, and tips.

ASDAN

L1/2 CoPE

AQA

English Literature 8702

CAMBRIDGE ASSESSMENT INTERNATIONAL EDUCATION

Business Studies 0450
Computer Science 0478
English Language 0500
Geography 0460

Pearson qualifications

BTEC/ PEARSON/ EDEXCEL

BTEC Home Cooking Skills (Jamie Oliver) Level 1/2
BTEC Performing Arts (With a dance approach) Level 1/2 technical award
History H411 (9-1)
Science (Higher and Foundation) 1SC0
Entry Level Certificate in Science NSC0
Entry Level Certificate in Further Science NSF0

SQA

PC Passport National Progression Award (IT) GL32 SCQF National 5 Practical
Woodworking C862 75 National 5
www.sqa.org.uk/

WJEC

Art & Design (Fine Art) 3651QS
Art & Design (Graphic Communication) 3654QS
Design & Technology: Art and Design (Textile Design) 3653QS
Design & Technology: Food & Nutrition 3560
Design & Technology: Product Design 3603QS
Drama 3690QS
French 3800QS
German 3820QS
Mathematics 3300
Religious Studies 3120QS

PE short Course 3555

PE full course 3550

Exams can be stressful, but provided you have prepared well, you can minimise the pressure.

Teachers and Support Staff are here to make the process as painless as possible. If you have any concerns, please don't hesitate to ask for help.

You can get valuable tips on coping with exam stress by having a look at websites and apps such as GCSE Pod, Mind, Calm, and BBC Bitesize.

