TORPOINT COMMUNITY COLLEGE

INSPIRING OPTIMISTIC LEARNERS

Examination Assembly 2026/2027



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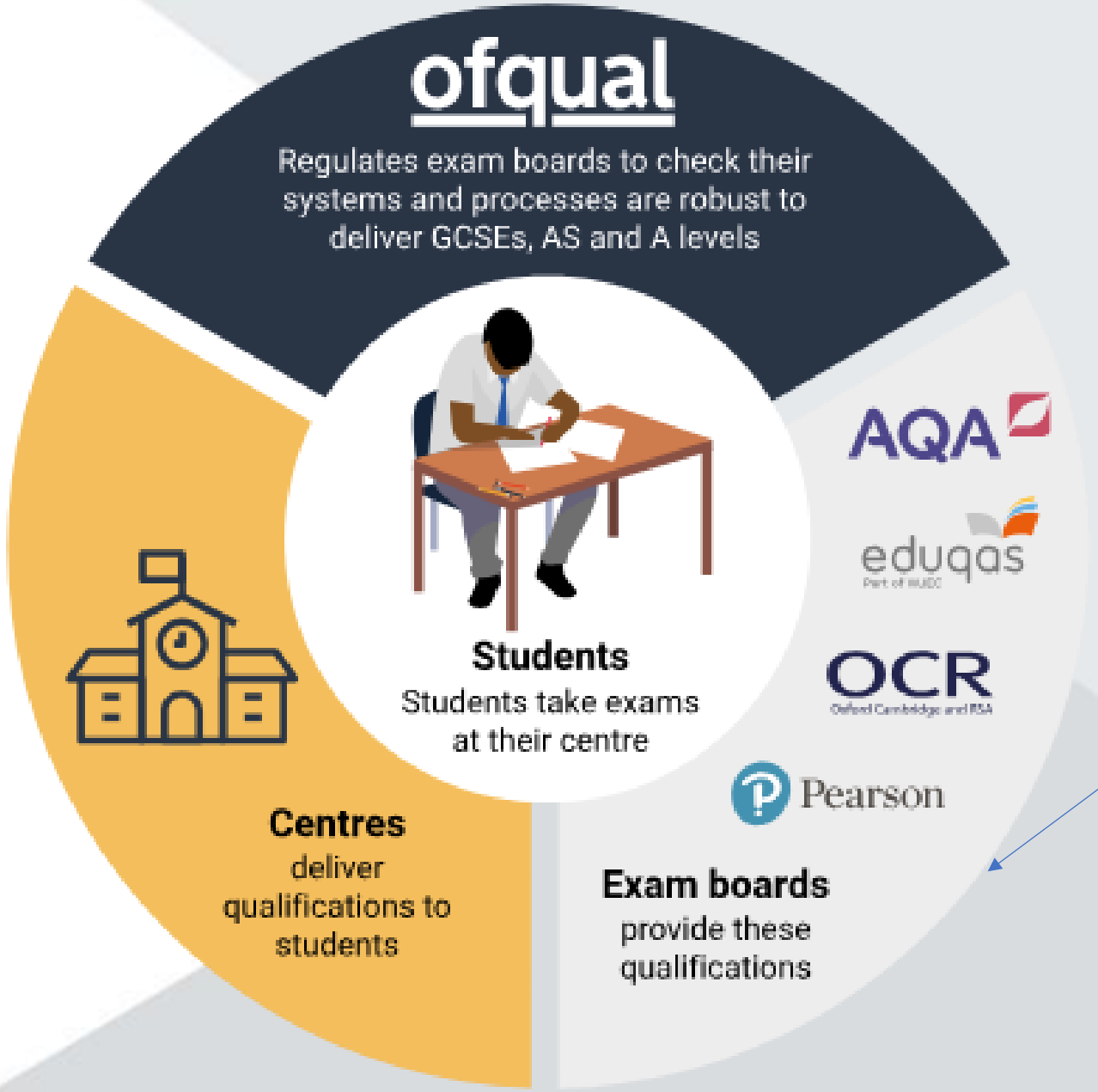
Exam regulations are strict and even small infringements can have serious consequences

This is an excellent centre and we have an excellent track record for ensuring exams are conducted properly so that all students can achieve their very best

It is essential that you understand the key rules and procedures which I will share with you

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JCQ CIC

A single voice that represents the exam boards

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The regulations

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.

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Prohibited items

You must not take into the exam room:
(a)notes;
(b) AirPods; earphones/earbuds; iPods; mobile phones; MP3/4 players or similar devices; watches; smart glasses; any other smart devices
All unauthorised items MUST be left outside the exam room.
If you have a watch, the invigilator will ask you to hand it to them.

Any pencil cases taken into the exam room must be see-through.

Hats/ hoods up

Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, MUST be reported to awarding body - and you will be subject to penalty and possible disqualification.

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Some "must-nots"

Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.

Do not talk to or try to communicate with, or disturb other candidates once you have entered the exam room – this MUST be reported to the awarding body.

Do not open the paper until the exam begins – this MUST be reported to the awarding body.

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Some “must-nots”

You must not write inappropriate, obscene or offensive material.

Do not borrow anything from another candidate during the exam

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If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.

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Be prepared

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.

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Calculators/ spell checkers

You may use a calculator unless you are told otherwise. 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.

Do not use a dictionary or computer spell checker unless you are told otherwise

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Uniform

You must be in full school uniform

The PE kit rule does not apply to you if you have an exam

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Drinks

✅ What is allowed

- Water only (no flavoured drinks)
- Clear, transparent bottle
- All labels removed (including manufacturer and hand-written labels)
- Bottle must be free of writing, images or logos
- Bottle should be placed on the floor beside the candidate's desk, not on the desk

❌ What is not allowed

- Opaque or coloured bottles
- Bottles with labels, text, branding or exam-related notes
- Sports bottles with hidden compartments
- Flavoured water, energy drinks, juice, or fizzy drinks
- Metal flasks or vacuum bottles






Style 6




SiS



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In the exam hall

Always listen to the invigilator.

Always follow their instructions.

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.

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In the exam hall

Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.

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.

Remember to write your answers within the designated sections of the answer booklet

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.

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Advice and assistance

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.

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.

You must not ask for, and will not be given, any explanation of the questions.

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At the end of the exam

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.

Do not leave the exam room until told to do so by the invigilator.

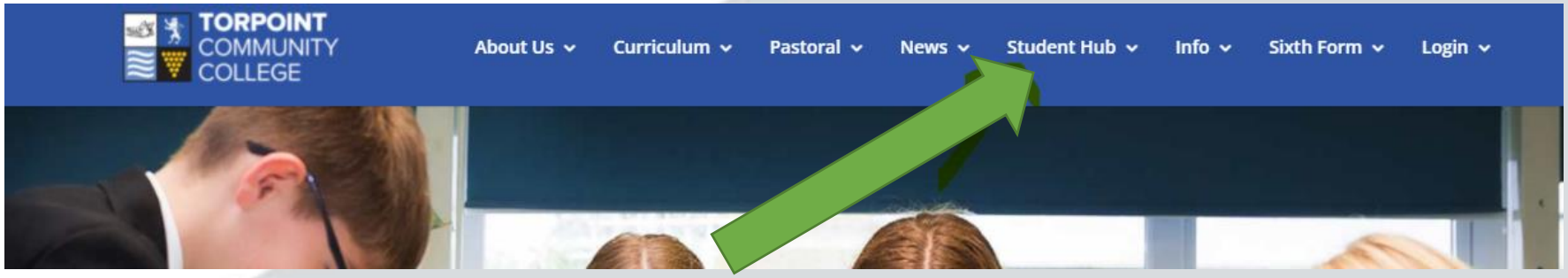
Do not take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

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- **PLEASE TAKE TIME TO READ AND ADHERE TO THE REGS - they are on the college website under STUDENT HUB 'Exam Guidelines', on Show My Homework, emailed to exam students yr10-yr13, and sent via the Parent App…**
- – it is in your best interest to read and adhere!



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Exam Guidelines

Exam Timetable

November 2025 GCSE Resists & Internal Autumn 2025 Timetable

Exam Assembly

Coming soon

Exam Regulations and Useful Info

- Non Examination Assessments
- AI & Assessments
- Privacy Notice
- Written Examinations
- Unauthorised Items
- Appeals Booklet
- Coursework Assessments
- On Screen Examinations
- Social Media
- Warning To Candidates
- Preparing to sit your exam
- Exam Policy

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JCQ Regulation Posters

JCQ CIC

AQA CAMBRIDGE OCR City & Guilds CCEA NCFE Pearson WJEC CBAC

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.

©JCQ CIC 2026 - Effective from 1 September 2026

Warning to candidates

JCQ CIC

AQA	City & Guilds	CCEA	NCFE	OCR	Pearson	WJEC

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.

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Holidays

It is in the best interests of all our students if holidays are not taken in term time, as this has serious repercussions on teaching and revision leading up to examinations.

Also - the JCQ/Exam Boards may have to move an examination to a different date later in a season which means it is important not to go on holiday until after the last date in that season has passed(not the last date on your timetable) - including the JCQ National Contingency dates in 23rd June 2027.

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Timeline

GCSE Resits E & M: 3rd November – 9th November 2026

Autumn Internals: 10th November - 30th December 2026

Summer Externals- 10th May – 23rd June 2027

(JCQ National Contingency – 23rd June 2027)

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Your data

- So that we can process your exams electronically we need to share some of your personal data with a number of organisations. This data may relate to your health, medical condition or disability. In some cases, we may need to provide more detailed personal information to support any application for access arrangements being made on your behalf.
- These organisations are the Joint Council for Qualifications (JCQ) and the participating awarding bodies (AQA, CCEA, OCR, Pearson(Edexcel) and WJEC).
- Your application will be processed in line with the common standards, regulations and guidance developed by the Joint Council for Qualifications (JCQ) and the participating awarding bodies.
- If you are not happy for us to share your data please see the Exam Officer immediately. We will not use your data for any other purpose without your consent (unless authorised to do so by law).

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https://www.jcq.org.uk/wp-content/uploads/2023/04/Information-for-candidates-Privacy-Notice_21-22.pdf

Information for Candidates

Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	https://ccea.org.uk/legal/privacy-notice
City & Guilds	https://www.cityandguilds.com/help/help-for-learners/learner-policy
NCFE	https://www.ncfe.org.uk/legal-information
OCR	https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/
Pearson	https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html
WJEC	https://www.wjec.co.uk/home/privacy-policy/

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: https://www.jcq.org.uk/contact-our-members/

Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where

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Statement of entry

Not a timetable

Essential that you check it and inform us immediately if there are any issues

Statement Of Entry

Season: SUMMER 2018

Name: [redacted] **Year:** [redacted]

Gender: [redacted] **Registration Group:** [redacted]

Date of Birth: [redacted] **Admission Number:** [redacted]

Candidate Number: [redacted] **ULN:** [redacted] **UCI:** [redacted]

Name on Certificates: [redacted]

Entries

AQA		GCSE/9FC	8461H	Biology Tier H		
	8461/1H	Biology Paper 1 Tier H	Board Timetabled	15/05/2018	13:30	105
	8461/2H	Biology Paper 2 Tier H	Board Timetabled	11/06/2018	09:00	105
AQA		GCSE/9FC	8700	English Language		
	8700/C	English Language Spoken Language	Not Timetabled			
	8700/2	English Language Paper 2	Board Timetabled	08/06/2018	09:00	105
	8700/1	English Language Paper 1	Board Timetabled	05/06/2018	09:00	105
AQA		GCSE/9FC	8702	English Literature		
	8702/1	English Literature Paper 1	Board Timetabled	22/05/2018	09:00	105
	8702/2	English Literature Paper 2	Board Timetabled	25/05/2018	09:00	135
EDEXL/GCSE		GCSE/9FC	1MA1H	Mathematics Option H		
	1MA1 2H	Calculator (H)	Board Timetabled	07/06/2018	09:00	90
	1MA1 3H	Calculator (H)	Board Timetabled	12/06/2018	09:00	90
	1MA1 1H	Non Calculator (H)	Board Timetabled	24/05/2018	09:00	90
EDEXL/GCSE		GCSE/B	5BS01	Business Studies 1		
	5BS0101	Intro.to Small Business	Board Timetabled	23/05/2018	09:00	45
EDEXL/GCSE		GCSE/B	5BS02	Business Studies 2		
	5BS0201	Invest.Small Business	Not Timetabled			

Individual Candidate Timetable

Season : [redacted]
Name : [redacted]
Candidate Number : [redacted]
UCI : [redacted]

Centre Number : 53637
Year : [redacted]
Reg Group : [redacted]
ULN : [redacted]

Date	Start Time	Board	Level	Element Code	Element Title	Component Code	Component Title	Duration	Room	Seat
Wed 01 Nov	9:00AM	AQA	GCSE/9FC	8700	English Language	8700/1	English Language Paper 1	1h 45m	66 - 6th Form	C1
Thu 02 Nov	9:00AM	EDEXL/GCSE	GCSE/9FC	1MA1F	Mathematics Option F	1MA1 1F	Non Calculator (F)	1h 30m	66 - 6th Form	A4
Fri 03 Nov	9:00AM	AQA	GCSE/9FC	8700	English Language	8700/2	English Language Paper 2	1h 45m	66 - 6th Form	C1
Mon 06 Nov	9:00AM	EDEXL/GCSE	GCSE/9FC	1MA1F	Mathematics Option F	1MA1 2F	Calculator (F)	1h 30m	66 - 6th Form	A4
Wed 08 Nov	9:00AM	EDEXL/GCSE	GCSE/9FC	1MA1F	Mathematics Option F	1MA1 3F	Calculator (F)	1h 30m	66 - 6th Form	A4

You receive a copy of your exam timetable a couple of weeks before the start of the exam season

IMPORTANT - Please **arrive 10 minutes before start time** for the pre-exam information, so that you can be seated and ready to listen to the Exam Regulation announcement in the Exam Room 5 minutes before start time.

Take a photograph in case you lose it…

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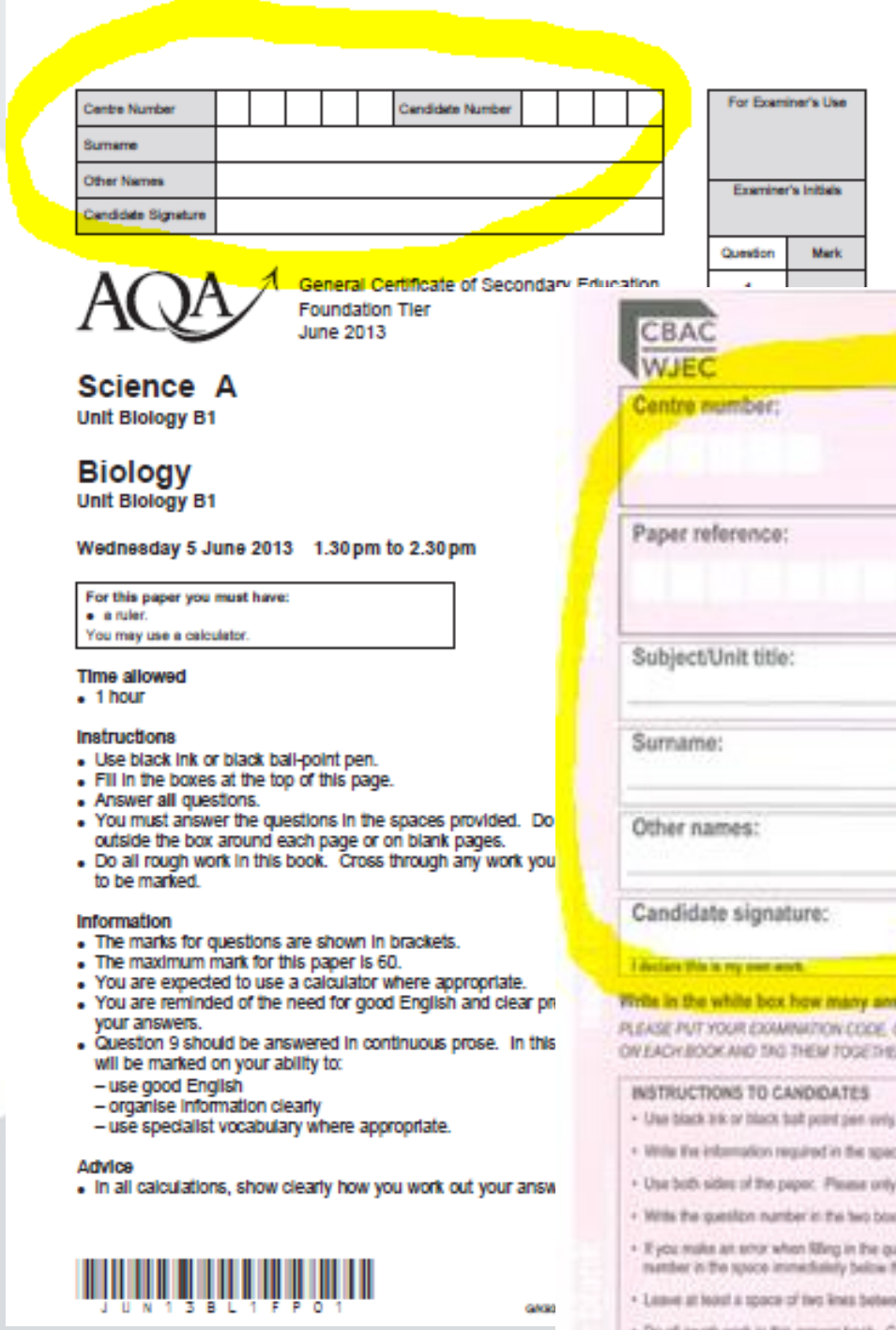
Exam papers vary, please make sure you **complete all information boxes on both the exam paper and supplementary answer papers**

& using LEGAL NAMES not known as names.

If it is not completed properly it is **YOUR responsibility**.

Only start writing your details when told to do so by the invigilator at the start of the exam.

Only start answering the paper when told to do so.



Centre Number | Candidate Number
Surname
Other Names
Candidate Signature

For Examiner's Use
Examiner's Initials
Question | Mark

AQA
General Certificate of Secondary Education
Foundation Tier
June 2013

Science A
Unit Biology B1

Biology
Unit Biology B1

Wednesday 5 June 2013 1.30 pm to 2.30 pm

For this paper you must have:
- a ruler.

You may use a calculator.

Time allowed
- 1 hour

Instructions
- Use black ink or black ball-point pen.
- Fill in the boxes at the top of this page.
- Answer all questions.
- You must answer the questions in the spaces provided. Do
- outside the box around each page or on blank pages.
- Do all rough work in this book. Cross through any work you
- to be marked.

Information
- The marks for questions are shown in brackets.
- The maximum mark for this paper is 60.
- You are expected to use a calculator where appropriate.
- You are reminded of the need for good English and clear pr
- your answers.
- Question 9 should be answered in continuous prose. In this
- will be marked on your ability to:
  - use good English
  - organise information clearly
  - use specialist vocabulary where appropriate.

Advice
- In all calculations, show clearly how you work out your answ

J U N 1 3 B L 1 F P 0 1

CBAC
WJEC

Centre number:
Candidate number:
Paper reference:
Date of Examination:
Subject/Unit title:
Surname:
Other names:
Candidate signature:
I declare this is my own work.

Write in the white box how many answer books you have used

PLEASE PUT YOUR EXAMINATION CODE, CENTRE NUMBER AND CANDIDATE NUMBER ON EACH BOOK AND TAG THEM TOGETHER IF POSSIBLE

Question No. | Mark
Total

INSTRUCTIONS TO CANDIDATES
- Use black ink or black ball point pen only. Do not use pencil or gel pen. Do not use correction fluid.
- Write the information required in the spaces above. Complete in BLOCK CAPITALS.
- Use both sides of the paper. Please only write within the white areas of the book.
- Write the question number in the two boxes provided in the left hand margin at the start of each answer e.g. 0 1
- If you make an error when filling in the question number boxes, fill in both boxes completely and write the question number in the space immediately below the boxes you have filled in.
- Leave at least a space of two lines between each answer.
- Do all rough work in this answer book. Cross through any work that you do not want to be marked. Do not tear out any part

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Use of the toilet

You should not leave the exam hall for any reason apart from an emergency.

You can only go to the toilet if you have a medical reason, or it is an emergency.

You will have to leave your blazer on your chair.

You will not be allowed to leave the examination hall without being checked for prohibited devices.

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Bring the equipment you need in a **clear pencil case.**

Write in **BLACK** ballpoint pen(only use coloured pencils or inks for diagrams, do not use highlighter pens on your answers).

Water is **only permitted in a clear unlabelled bottle and must be placed on the floor**.

Leave anything you do not need outside the exam room.

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Potential penalties example

MOBILE PHONE OR ELECTRONIC DEVICE:-

In candidates possession and evidence of it being used by candidate (penalties 5 - 9).

5 = disqualification from the unit.
6 = disqualification from all units in one or more qualifications in series.
7 = disqualification from the whole qualification.
8 = disqualification from all qualifications taken in that series.
9 = barred from entering for examinations for a set period of time.

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Potential penalties example

Allowing Copying by another candidate

Permitting examination script to be copied; showing other candidates the answers

2 = disqualification from the unit.

3 = disqualification from all units in one or more qualifications in series.

4 = disqualification from the whole qualification.

Copying from another candidate

5 = disqualification from the unit.

6 = disqualification from all units in one or more qualifications in series.

7 = disqualification from the whole qualification.

8 = disqualification from all qualifications taken in that series.

9 = barred from entering for examinations for a set period of time

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Our wonderful team



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Find your seat, put your water bottle on the floor, sit quietly, face the front and await instructions. **Do not write anything until asked to do so.**

Listen to the invigilator.

To attract the invigilator's attention raise your hand:

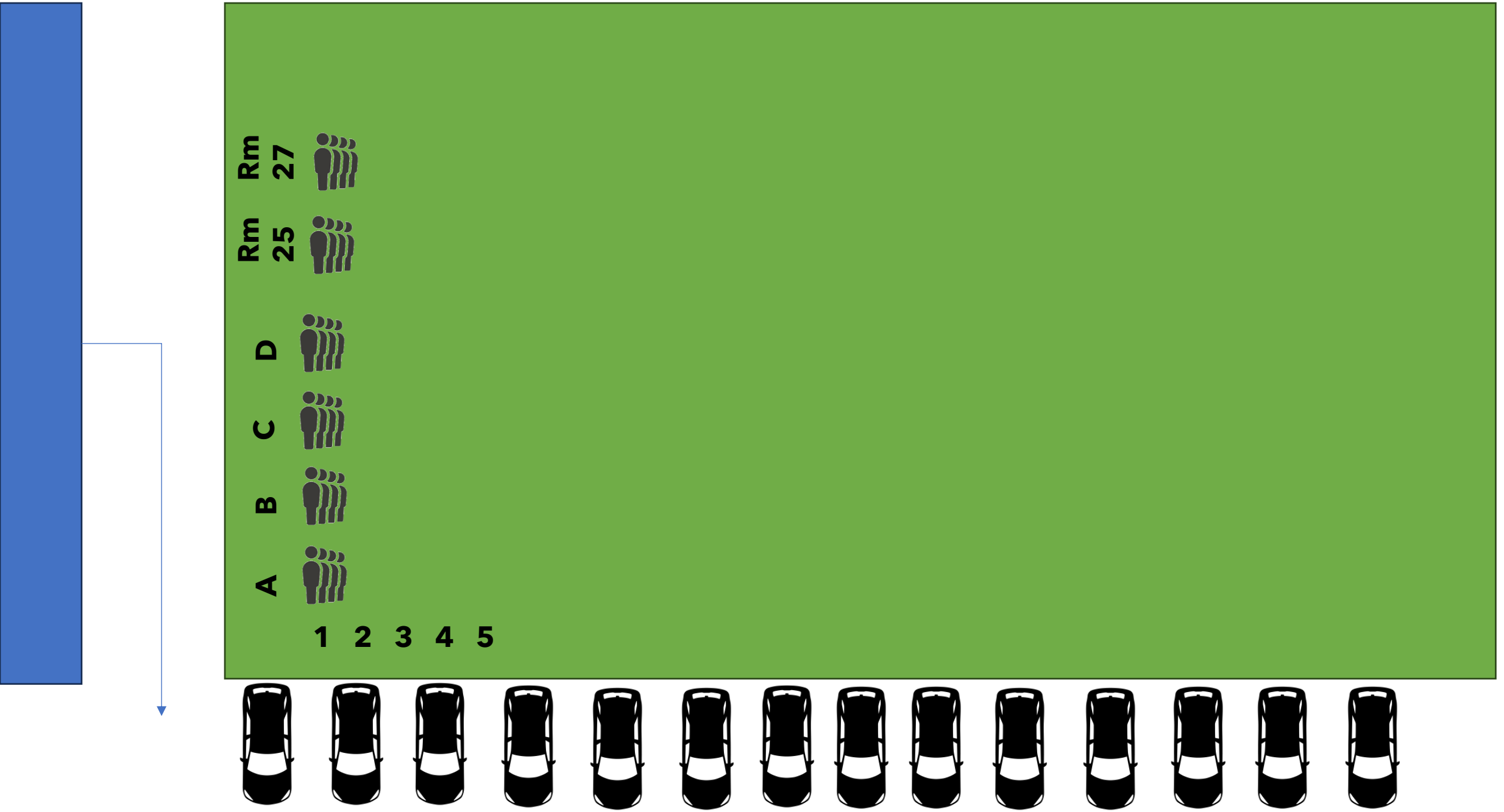
- if you do not have the right question paper.
- if the question paper is incomplete or badly printed.
- if something is wrong.

Emergency evacuation & regulations will be announced before each exam.

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Evacuation Process

- If an alarm sounds – stay where you are and await instructions from the invigilator.
- We will not evacuate you if it is a false alarm – we will pause the exam for the duration of the time the bell is ringing.
- If we decide to evacuate, you will muster on the front field.
- The invigilators will evacuate you by rows and you must follow their instructions
- The front field will have cones set up: letters for columns – numbers for rows. You line up in the same order you are sat in the gym.
- You must be completely silent at all times – you are under exam conditions.
- Alternative rooms will be further along.


Rm 27
Rm 25
D
C
B
A
1 2 3 4 5

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RESULTS DAYS (& App)

13th January 2027 for November 2026 GCSE resits results

12th August 2027 for Summer GCE

19th August 2027 for Summer GCSE

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ENQUIRY ABOUT RESULTS

If you feel your external results are incorrect and require a post result service refer to the letter in your results envelope or see Miss Lockett within the specified deadline.

Payment for post result services must be made before the application deadline in the letter, and **you must sign to confirm acceptance of the post result service.**

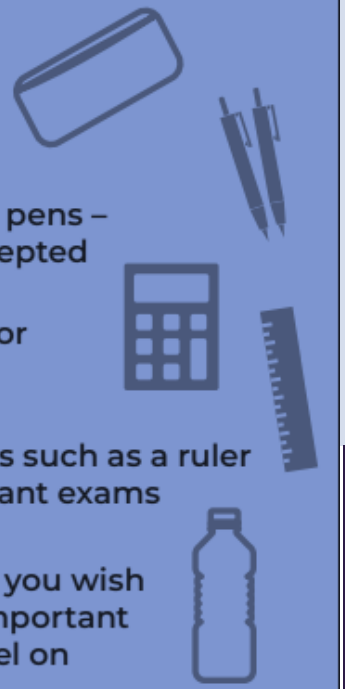
Please note points/grades can go down as well as up!

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CERTIFICATES

- **Certificates are available from the month of November for ex-students to collect in person from Reception**(or provide written permission for another to collect on their behalf – those joining sixth form will receive theirs in house.
- You must keep them safe as Exam Boards are reluctant to re-issue, and it is costly to obtain their letter of achievement.
- **Unclaimed Certificates are held at TCC for 2 years from the date of achievement and then DESTROYED - after this you need to contact the exam boards direct.**

What you will need:



- [ ] A clear pencil case
- [ ] At least two black ink pens – blue pens are not accepted
- [ ] 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 is important it does not have a label on

What you cannot take into the exam:



- [ ] Any type of phone
- [ ] Revision notes
- [ ] Any type of watch (this includes analogue, digital and smart watches)

If you have any questions about the format on the day, please ask your teacher or exams officer. ?

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 exam paper
- [ ] If you need additional answer sheets, please raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet as well
- [ ] If you need to use the toilet or feel unwell, please raise your hand and wait for an invigilator who will escort you from the examination room if possible
- [ ] Make sure you stay silent – talking to a fellow student could result in disqualification from all your exams

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
- [ ] You know who to contact at school in case there's an emergency that makes you late or unable to sit your exam

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