



Langley Park School for Girls

(Part of the Impact Multi Academy Trust)

Examinations Guidance for Students, Parents and Carers

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1. **INTRODUCTION**

It is the aim of Langley Park School for Girls (LPGS) to make the examination experience as smooth, stress-free and successful as possible for all candidates.

You will regularly be made aware of the revision/preparation support available to you throughout the two years of your course. Please make full use of it as appropriate.

Hopefully, this booklet will prove informative and helpful to you and your parents/carers. Please read it carefully so that you are fully aware of the examination regulations and the procedures to follow in the event of any problems occurring. Please also refer to our Examinations Policy, which can be found on the LPGS website.

The Awarding Bodies (Examination Boards) set down strict criteria which must be followed for the conduct of examinations; LPGS is required to follow them precisely. You should, therefore, pay particular attention to the JCQ **Information to Candidates** documents which can be found on the Examinations page of Firefly (for students: <https://lpgs.fireflycloud.net/exams-information/jcq-information-for-all-exam-candidates>) and on the school website for parents/carers: <https://www.lpgs.bromley.sch.uk/2187/exams-information>

If you or your parents/carers have any queries or need help or advice at any time before, during or after the examinations please contact:

Examinations Officer Mrs Sarah McAleer – exams-email@lpgs.bromley.sch.uk

The Exams Office telephone number is 020 8369 5250.

Please note that during exam periods, which includes major series of mocks, exams staff are rarely able to answer the phone in person because they are attending to matters away from their desks. At these times contacting your Head of Year is likely to be more successful.

Please remember – we are here to help.

A-Level, AS-level and Level 3 vocational results will be available in school on **Thursday 14 August 2025** for Year 12 & 13 between **8:00 am and 11:00 a.m.** Around 11:00 a.m. all candidates will receive their results electronically, emailed to their school accounts.

GCSE results will be available for Year 11 (and any students retaking GCSEs) on **Thursday 21 August 2025** between **8:00 am and 11:00 a.m.** Around 11:00 a.m. all candidates will receive their results electronically, emailed to their school accounts. **Sixth Form Enrolment** will take place on that day in the Sixth Form Centre and Main Hall. Senior staff will be available to sign students onto their selected courses on this day.

Exam Certificates for summer 2025 qualifications will be available for collection from school in December.



2. **NON-EXAMINED ASSESSMENTS (NEAs)** – i.e. practicals and coursework

Subject teachers organise any non-examined assessments necessary and the school will set deadlines in line with exam board requirements. If the work is not submitted by the deadlines set it is possible that marks will not be given and the overall subject grade will suffer.

Dates for non-examined assessments are **not** included in the exam timetable; this information will be provided by the subject teachers. If you have any questions, these should be directed to teachers. Information has been given to each student about what you must and must not do when completing non-examined assessments; this includes guidance about the use of the Internet. Please refer to the appendices for information on NEAs and the LPGS Exams Policy regarding reviews of marking. Further information regarding our internal appeals process is available in the Exams Policy.

3. **BEFORE THE EXAMINATIONS**

All candidates will receive a **Statement of Entry** and an **Individual Timetable** indicating the subjects you are being entered for and the levels of entry, where applicable. Please check that these are correct. Some subjects have one tier of entry, some have 'Foundation' and 'Higher' tiers. You must check everything on your Statement of Entry very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it is very costly to change them once certificates are awarded.

Candidates are entered under the name format of (legal) First Name + middle initial(s) + (legal) Surname, e.g. Hannah J Smith. This is what will appear on final certificates.

Each candidate has a four-digit candidate number. This is the number you will enter on examination papers (with the exception of BTECs, for which you will have a separate 'Learner Registration Number'). Your candidate number is printed on your student ID card. Please remember to wear your lanyard and ID for all exams.

A few candidates may have a **clash** where two subjects are timetabled at the same time. The exams will be sat back-to-back. If the combined duration of the two exams exceeds three hours, special arrangements will be made for these candidates. Further details are in the next section. Please see the Exams Officer if you are unsure of these arrangements or any regulations relating to the clash.

Please ensure that the school has **up-to-date contact numbers** for you and your parent/s/carers, in case you need to be contacted urgently.

Make sure you have all the correct equipment before your examinations. This will consist of **at least two black** pens, spare cartridges or pens, pencil, pencil sharpener, rubber, ruler, maths equipment, drawing equipment and a working calculator which conforms to the



examination regulations (see table below for details). If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new. **No equipment will be lent by departments.** Water bottles must be plastic and have the labels removed: no print, even a logo, is allowed. You may not have pencil cases and spectacle cases with you unless they are transparent. Coats, bags, watches, earbuds and mobile phones are not permitted in the exam room.

You must not bring in any notes or papers: these are classed as unauthorised materials and you will be at risk of disqualification. Check your pencil-cases carefully for stray flashcards.

DO NOT DISPOSE OF YOUR SCHOOL UNIFORM UNTIL AFTER YOUR FINAL EXAMINATION. YOU NEED IT FOR THE EXAMINATION PERIOD. YOU MUST ATTEND IN **FULL SCHOOL UNIFORM.**

Briefings

Examinations will normally be held in the Sports Hall or Gym, with specialised subjects (e.g. Music) being held in other rooms as appropriate. Before the start of any exam, all students will normally assemble for briefing in the **Main Hall or Lecture Theatre (for GCSE) or Dalo / appropriate classroom (for A-level)**. Exam candidates will then be brought directly to the main exam venue by the staff present at exam briefing. It is important that candidates arrive early enough to leave bags, coats, phones etc. somewhere safe (such as a personal locker or a designated 'bag room') before attending their exam briefing/s.

<p>Calculators must be:</p> <ul style="list-style-type: none"> 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. 	<p>Calculators must not be designed or adapted to offer any of these facilities: -</p> <ul style="list-style-type: none"> language translators; symbolic algebra manipulation; symbolic differentiation or integration; communication with other machines or the internet.
<p>The candidate is responsible for the following:</p> <ul style="list-style-type: none"> the calculator's power supply; the calculator's working condition; clearing anything stored in the calculator. 	<p>Calculators must not:</p> <ul style="list-style-type: none"> be borrowed from another candidate during an examination for any reason; have retrievable information stored in them: this includes: <ul style="list-style-type: none"> o databanks; o dictionaries; o mathematical formulas; o text.

If you have borrowed textbooks from school, they should be brought back no later than the day of that subject examination and handed back to the Head of Department.



4. EXAM CLASHES

Every year the exam timetables are published with a few subjects scheduled for the same exam session. This usually affects sixth-formers taking A-levels and BTECs, but can also involve GCSEs. There are strict rules governing the ways in which these clashes should be resolved.

If the two exams together add up to three hours' duration or less, they must be taken back-to-back. Students get no more than 20 minutes' interval between subjects and they must stay in the exam venue.

If the exams total more than three hours (this calculation can include shorter exams where students have extra time) then the school is allowed to reschedule one subject for earlier or later in the same day, wherever the student has a gap in their timetable. Maths A-levels cannot be moved. **Sometimes students have to sit three exams in one day.**

Where students are sitting an exam outside its scheduled time (either earlier or later), they need to be kept under centre supervision between exams. This means in effect that they are kept apart from their peers and subject teachers, and 'invigilated' in a designated room. They must be accompanied at all times (e.g. for visits to the toilet) and may not have access to the internet.

Students with exam clashes are identified as early as possible and sent suggestions for their revised timetable. Once arrangements have been agreed with the Exams Officer, then the additional sittings are added to the exam timetable for the summer.

On exam days, clash students must hand in their phones and bags when they arrive at school in the morning. These will be stored securely and returned at the end of the day. Students can move freely until the start of their first exam – after that they have to remain under supervision until the end of their last exam in the day. They may have their bags back during supervision periods between exams – access to written revision material is permitted. Students should also bring in a packed lunch / enough food for the day. They will be accompanied by an invigilator to their second exam slightly early and will enter the exam venue ahead of the cohort for that session.

In exceptional circumstances, students facing three exams in a day (if this totals more than 6 hours) may be permitted to sit one subject the next day. Every possible arrangement must be exhausted first before considering overnight supervision. (If it is unavoidable, it will mean sitting exams on a Saturday morning if the clash falls on a Friday.) Permission needs to be sought from the exam boards.

In these cases there are additional highly restrictive rules to follow. The Headteacher, and candidates and parents must all sign a declaration stating that they will observe the JCQ rules. Candidates are not allowed access to phones, the internet, the news (on television or radio), or any means of communication with others about the contents of the exam they have yet to take. It is very difficult to guarantee these conditions have been met to avoid malpractice, and cases of overnight supervision are always scrutinized closely by JCQ inspectors.



5. **DURING THE EXAMINATIONS**

Arrive **at least 30 minutes** early for each examination. This allows time to leave bags somewhere safe and attend the briefing. Remember: afternoon exams start at **2:00 pm**. Morning exams start at **9:00 am**.

MOBILE PHONES, WATCHES OR ANY OTHER WEB-ENABLED RESOURCES ARE NOT ALLOWED IN THE EXAMINATION ROOM. Candidates in possession of these items risk disqualification from the subject even if the items are switched off.

Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.

Check you have the correct question paper – check the subject, paper and tier of entry.

Do not attempt to communicate with or distract other candidates. Do not write anything, even your name on the front of your paper, until instructed to do so.

You must provide your own equipment for examinations such as BLACK pens, pencils, rulers and calculators. The school will not lend any equipment. Some examinations require drawing equipment. Do not rely on the school to provide them. Blue pens must not be used on public exam papers.

Correction fluid is not allowed on exam papers. This is a requirement of the exam boards and must be adhered to. You must not use highlighter pens or gel pens for your written answers. Dictionaries are not allowed in the examination rooms.

Do not draw graffiti or write offensive comments on the examination papers. If you do, the Examination Board may refuse to accept your paper or even disqualify you for misconduct.

You are allowed to bring a clear plastic bottle of **water only** into the exam room. However, all labels must be removed and disposed of before entering the room.

You are discouraged from using the toilet during the exam because additional time cannot be given if you do. Please be aware that you will be refused permission to use the toilet for the first or last 15 minutes of any exam. If you have a medical problem, please speak to the SENCO or exams officer before the day of your exam. If you leave the exam room for any reason, you must be accompanied by an invigilator whilst the exam is in progress.

Remember that once in the examination room rules of conduct are very strict and must be obeyed totally. Infringement of examination rules could lead to you being disqualified from **ALL** examinations.

Candidates must stay in the examination venue for the **whole duration of the examination**. You will not be allowed to leave the examination room early. If you have finished the paper, use any time remaining to check over your answers and that you have completed your details correctly.



At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper, collect them together in the correct order. Make sure you have written your identification details on EACH additional sheet (you will need to be supervised by an invigilator while you do this, if it is after the official end of the exam).

Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.

Question papers, answer booklets and additional paper must not be taken from the exam room.

Remain seated in silence until told to leave the examination venue. **Please leave the venue in silence and show consideration for other candidates who may still be working.** You should move away from the exam area as swiftly as possible.

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

If you are too ill to come to school on the day of an examination you should inform school by telephone, stating that you have an exam and ask for both your Head of Year and the Exams Officer to be informed immediately. Tel: 020 8639 5200. If you are 'under the weather' then it is usually better to make every effort to sit the exam than to miss it.

If you know you are going to be late, inform the school as soon as possible. It is better to come in late than to give up and go home. Late candidates can be admitted up to one hour after exam start times, and in EXCEPTIONAL CIRCUMSTANCES may be admitted even later ('very late' candidates). If you arrive with enough time to complete the exam before the end of that session, you will be collected from Reception and escorted to the exam venue. This will either be the expected room or an alternative venue, depending on the length of invigilation required. We have to inform the exam boards if you are very late (and they may refuse to accept your paper), but if admitted to the exam venue then you will be allowed the full time for the exam.

Trivial reasons such as oversleeping or missing the bus are not acceptable explanations for being 'very late' and the exam board will not accept your paper.



6. INVIGILATORS

The school employs external invigilators to conduct the examinations. They are trained in all aspects of conducting examinations and are there to ensure all candidates are given a fair chance to sit the exams. Candidates are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times, as they would with permanent members of staff.

Invigilators are in the examination room to supervise all aspects of the conduct of the examination. They will distribute and collect the examination papers, tell candidates **when to start and finish writing**, hand out extra paper if required and deal with any problems that occur during the examination. If candidates fail to follow invigilator instructions, this is classed as malpractice and must be reported as such to the exam board. This could result in sanctions and penalties being issued.

Candidates who are disruptive or behave in an unacceptable manner will be removed from the examination room and escorted to a member of the senior leadership team. These candidates face disqualification from the exam, and may be asked to reimburse the school for the entry fee.

7. SPECIAL CONSIDERATION

If you experience difficulties during the examination period (e.g. temporary illness, injury, bereavement or personal problems) please inform the Exams Officer or your Head of Year immediately so we can help and advise you. The Exam Boards will only accept requests for special consideration up to 2 July 2025. Please also refer to the 'Special Consideration' section of the LPGS Exams Policy which can be found on the school website.

8. ABSENCE FROM EXAMINATIONS

Not attending the exam, even due to illness, is the very last resort. All possible attempts must be made to sit the exam even if disadvantaged. However, please make the Exams Officer aware of any disadvantage before the exam.

Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examination Officer without delay in all cases. Applications for special consideration regarding absence must be made within 5 days of the exam.

Parents and candidates are reminded that the school will require payment for entry fees (amount charged depending on the subject and the exam board) should a candidate fail to attend an examination without good reason.

Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.



9. **AFTER THE EXAMINATIONS: RESULTS**

A2 (A-Level) & AS Results will be available in the Sixth Form Centre on **Thursday 14 August 2025** for Years 12 & 13 between 08:00 am and 11:00 am.

GCSE results will be available in the Sixth Form Centre for **Year 11 (and any students retaking exams)** on **Thursday 21 August 2025** between 08:00 and 11:00am.

Results CANNOT be given over the telephone. You are expected to collect your statement of results in person. However, if this is not possible and you would like to nominate another person to collect them on your behalf, you must fill in the **authorisation form on Firefly**, naming the person. They must bring their own photo I.D. with them on the day. Without their I.D. they will NOT be given any results.

After 11:00 am results are sent to student email accounts.

If you will be on holiday in a location where you may be unable to access your school email, you may leave a personal email address with the Exams Office in advance. This can only be the student's own email address – family/shared accounts are not accepted.

10. **POST RESULTS**

If you need post-results advice, exams office staff and teaching staff will be available on results day.

Post results services available to students:

- Access to scripts (request return of digital copy of exam scripts)
- Review of marking

These services are only available for a short time after the results are published and a fee is charged. Students will be required to sign a form giving consent, if any post-results services are requested. Parents cannot make these requests on a student's behalf. You will also be asked to pay the relevant fee up front, via the My Child At School app. Where a review results in an **overall** grade change (not just a change to a component mark) then fees paid are usually refunded.

11. **SIXTH FORM ENROLMENT**

Sixth Form Enrolment will take place on GCSE Results Day, **Thursday 21 August 2025**, **between 9:00 am and 1:00 pm** in the Sixth Form Centre and Main Hall.

Senior staff will be available to sign students onto their selected courses on this day and on **Friday 22 August** from **9:00 am to 12:00 pm**.

Should you have any queries please contact: SixthFormAdmission@lpgs.bromley.sch.uk



12. **EXAM CERTIFICATES**

Certificates are usually available by mid-December. A notice will be issued to previous students via their school email accounts (which are still open for this purpose) to advise of the dates set for collection. **Please collect your certificates in person** during school hours and if possible, let the Exams Officer know in advance when you intend to collect, in order to avoid delay. You will be asked to sign as proof you have collected them.

Certificates will **NOT** be issued to anyone other than the student unless that person has written authorisation from the student to collect certificates on their behalf. This must be emailed to the Exams Office at least one day in advance of collection. Your representative must also bring their own photo I.D. with them and sign a collection slip.

Please make every effort to collect your certificates promptly once they are made available. They are retained in school for a maximum of four years, after which they are securely destroyed.

Once issued, certificates cannot be replaced by the school if lost or damaged and duplicates are rarely issued by exam boards. It is very expensive and time-consuming to obtain a certifying statement of results from the exam boards. **Keep your certificates in a safe place:** universities and employers may want to see them years later!