



**Leytonstone**  
SCHOOL

**Mock and GCSE Examination  
Pupil Information Booklet**

**2025-26**

## INTRODUCTION

These instructions are provided to guide and prepare you for your upcoming exam period. It is your responsibility to read this booklet carefully to ensure you understand what is expected of you and how the examination process is run. A copy can also be found on the school website along with various important JCQ notices.

If you can't find the information you need in this booklet, please ask your teacher, form tutor, Head of Year or a member of the Exams team: it is very important that you understand examination information, otherwise you could be breaking rules without even realising you are doing so.

## BEFORE THE EXAMINATIONS

### TIMETABLE

You will be issued with a personalised timetable for all of your mock and GCSE examinations which will include details on the venue, length of the exam and your seat location. Official GCSE Examinations are scheduled by JCQ and Exam Boards and they are not able to be rescheduled. If you have any clashes (two exams scheduled together) you will have to sit your examinations at different times. If your timetable is affected, you will be contacted by the Exams team before the examination window starts and be given details about what will happen and what you will need to do on the day.

### LOCATION OF EXAMINATIONS

Most examinations will take place in the Sports Hall, but smaller venues may be used for subjects with less candidates. Always check your exams timetable to ensure you know where you should be for each exam. Sometimes different rooms may be used for pupils with approved special access arrangements. These arrangements and locations will be confirmed to the pupils concerned in advance of the exams.

### TIME OF EXAMINATIONS

Morning exams will begin promptly at **9.00am**. Afternoon exams will begin at **1.30pm**. You must make sure that you arrive at school no later than **8.30am** and register with your form tutor before all morning examinations. For afternoon exams, pupils must arrive outside the examination venue no later than **1:20pm**. Lunch priority will be given to you in the restaurant if you have exams in the afternoon. Please be aware that latecomers may not have their papers accepted by the exam board; ensure you arrive on time.



### SEATING PLANS

All seating plans will be displayed outside the school restaurant the day before an exam.

**Please ensure you know your exam venue and seat location prior to the exam starting to avoid any delays.**

### ENTERING THE EXAM HALL

Pupils are expected to arrive at the designated exam room 10 minutes before the scheduled start time. You should line up outside your allocated room under guidance from invigilators/members of staff. At this point you should ensure you are in full school uniform, have all necessary equipment ready and ensure your mobile phone or any other authorised items have been left in your bag in the designated location. For candidates sitting exams in the Sports Hall, this is usually directly outside the sports hall doors.

**Please ensure that any unauthorised items, including mobile phones, watches, headphones and revision notes are left in your bag. Anyone found with any unauthorised items, whether they are intended to be used or not, will be notified to the exam board, who may disqualify you from the paper or subject. DON'T TAKE THE RISK!**

### **CANDIDATE AND CENTRE NUMBERS**

Candidate numbers (sometimes known as exam numbers) are used for all external examinations. Your candidate number is shown on your personal timetable, and is also shown on the exam seating plan. A card showing your candidate number and the school centre number (13411) will be on your desk for every examination. Please do not write or deface these cards as they will be used by the invigilation team to verify your identity.

### **EQUIPMENT**

You are responsible for providing your own equipment for examinations. You should ensure that you bring the following equipment to every examination:

- **at least two black pens**
- **an HB pencil**
- **a ruler**
- **an eraser and a pencil sharpener are also recommended**
- **Maths set (calculator, protractor, pair of compasses)**

Please note that spare equipment is limited; please ensure you prepare your equipment the night before your exams to ensure you have everything you need.



All equipment should be in a **transparent** pencil case. Calculator instructions, boxes and lids are not permitted in the exam room and must be left in your bag. Calculators that have a memory / data storage facility must be cleared, and remain cleared, for all of your examinations.

You may take water into all examinations, but it must be in a **clear bottle** with the label removed. No other food, sweets or drinks will be allowed unless specific permission has been granted in advance (e.g. for medical reasons).



If

You must not have any items on your desk other than those required for the examination. you require tissues, then these must not be in a packet and placed on your desk for invigilators to check.

Watches should not be worn during the exam. **You will be asked to remove your watch and place it in your bag before you enter the exam room.**

## DURING THE EXAMINATIONS

### REGULATIONS

Make sure you have read the **JCQ Notices**, printed at the back of this booklet, carefully before your exam season starts. **Please remember that any breach of these regulations during an examination could lead to disqualification from one, or all, of your exams.** The school is required to report any breaches of regulations to the relevant Awarding Body (Exam Board).

If a mobile phone, watch or unauthorised device/item is found in your possession during an examination (**whether you intended to use it or not**), it will be taken from you and a report made to the relevant Awarding Body. The result of this is usually disqualification of the paper being sat and, in some cases, disqualification from the subject. Outcomes are decided by external verifiers and are not influenced by school decisions. **Do not take any risk!**

### IDENTIFICATION

In most cases, your identity will be confirmed by school staff. However, the invigilators may need to look at the details on your exam card on your desk to complete exam paperwork, e.g. register

### CONDUCT

Do not speak to or communicate in any way with other pupils in the examination room from the time you enter until the time you leave. Communicating with other pupils (which includes turning round to attract another pupil's attention) counts as potential malpractice, and must be reported.

**FULL SCHOOL UNIFORM** must be worn in all examinations

**LISTEN** to the instructions and notices read out at the start of the examination. You will hear these at the start of every examination. You must listen carefully every time, as there could possibly be an amendment to your examination paper that you need to know about.

**READ** all of the instructions, information and advice on the front of every examination paper

**CHECK** that you have been given the correct question paper for your subject and tier.

**ALWAYS PUT UP YOUR HAND** to ask an invigilator if you are unsure about your paper or any instructions you have been given. A mistake is always much harder to rectify once you have completed the paper. Invigilators can contact the Exams Officer at any time if you have a problem that cannot be resolved within the examination room.

**IF YOU THINK THERE IS AN ERROR** on the paper, raise your hand and inform an invigilator. Do not spend a disproportionate amount of time on a question. Continue with the paper and return to the question once your query has been investigated and further instructions have been given to you. It is rare for there to be an error in an examination question, but you should always ask. Invigilators are not allowed to explain questions or the meaning of words to you.

**ROUGH WORK** (including calculations) must be written in your answer book; there are spare pages printed at the back of most exam booklets to support this. We are not allowed to give you separate paper for any rough work. Draw a line through any writing you do not wish to be marked. Rough work for multiple choice papers may be done on the question paper.

**DO NOT DOODLE**, draw graffiti, or write comments on any of your exam materials: your paper could be rejected by the Awarding Body. If you finish an exam within the allocated time, you will **not** be allowed to leave the room early. If you think you have finished, check over your paper then sit quietly; there will still be others working around you.

## **TOILET / ILLNESS**

Please make sure you go to the toilet **before** every examination. If it is **absolutely necessary** to use the toilet during the examination, you will be escorted there by an invigilator. Any such break will be included in your exam time so always make sure you are comfortable before the start.

Anyone with a specific medical condition or long term illness should have reported this well in advance so the school can make the necessary arrangements and seek approval for any appropriate special arrangements with the Awarding Body.

If you feel unwell on the day or need to leave the examination room for any other reason, raise your hand and inform an invigilator – you will need to be escorted. **You will not be able to re-enter the examination room while the exam is in progress unless you have been accompanied at all times by an invigilator.**

## **FIRE ALARM**

In the event of the fire alarm sounding, stop working immediately and await further instructions. You must follow the instructions of the Invigilators and school staff. Evacuation may or may not be required, but you will be expected to remain under exam conditions so please **remain silent**. The assembly point for pupils in the Sports Hall is through the double doors behind the sports centre. Pupils in other venues will be escorted to the nearest evacuation point (bottom playground grass area) with the invigilator. In all cases, pupils must not communicate with any other pupils, including those from other year groups.

## **SPECIAL CONSIDERATION / ABSENCE FROM EXAMINATIONS**

If you experience any difficulties during the examination period (e.g. illness, injury, personal problems, bereavement) you **MUST** inform a member of school staff at the earliest possible opportunity so we can help, support and advise you. It may be possible for the Exams Officer to apply for 'Special Consideration' which means informing the Awarding Body about the incident and possible disadvantage by something that is not your fault, or out of your control. Evidence, such as a doctor's note, will usually be required.

It is essential that you attend all your examinations at the times stated on your personal examination timetable. GCSE exam dates and times are set nationally by the regulators. If you miss an examination the school cannot let you take it on a different day.

If you are going to be late for an examination for reasons out of your control (e.g. a cancelled train, transport problems, etc.) then you must telephone school as soon as you are aware of the problem. We are required to let the Awarding bodies know which candidates arrive very late.

They are four main exam boards used by Leytonstone School: AQA, Pearson Edexcel, WJEC Eduqas and OCR. The formatting of exam papers with each of these boards can vary, however all exam boards and answer booklets will ask for the following information: **Your Surname and Forename, Candidate/Exam Number, the Centre Number and a signature to agree that all work in the booklet is your own**

Below is an example of an AQA Paper

**AQA**

Please write clearly in block capitals.

Centre number      Candidate number

Surname \_\_\_\_\_

Forename(s) \_\_\_\_\_

Candidate signature \_\_\_\_\_

Name sure you fill out all of these areas for an official GCSE Exam. In mock exams, you may be asked for your exam number only to assist teachers with blind marking

**GCSE  
ENGLISH LANGUAGE**

**Paper 1 Explorations in creative reading and writing**

Tuesday 5 June 2018 Morning Time allowed: 1 hour 45 minutes

**Materials**

- For this paper you must have:
- **Source A** – provided as a separate insert.

**Instructions**

- Answer **all** questions.
- Use black ink or black ball-point pen.
- Fill in the boxes at the top of this page.
- You must answer the questions in the spaces provided.
- Do not write outside the box around each page or on blank pages.
- Do all rough work in this book. Cross through any work you do not want to be marked.
- You must refer to the insert booklet provided.
- You must **not** use a dictionary.

For Examiner's Use	
Question	Mark
1	
2	
3	
4	
5	
<b>TOTAL</b>	

**Information**

- The marks for questions are shown in brackets.
- The maximum mark for this paper is 80.
- There are 40 marks for **Section A** and 40 marks for **Section B**.
- You are reminded of the need for good English and clear presentation in your answers.
- You will be assessed on the quality of your **reading** in **Section A**.
- You will be assessed on the quality of your **writing** in **Section B**.

**Advice**

- You are advised to spend about 15 minutes reading through the source and all five questions you have to answer.
- You are advised to plan your answer to Question 5 before you start to write.
- You should make sure you leave sufficient time to check your answers.

Make sure you read all of the instructions, information and advice on the front of your paper. Make sure you have the materials and no unauthorised materials on you before the exam begins



IB/G/um1&E8

**8700/1**

Each exam has a specific code. If you are completing your exam in an answer book, you will need to make sure this code is on your answer paper. The code for each exam will always be displayed on the notice board inside each exam hall. However, if you are not sure which code to use, please ask an invigilator.

## AFTER THE EXAMINATIONS

### NOTIFICATION OF RESULTS

GCSE results day is **Thursday 20<sup>th</sup> August 2026**. No results will be given out over the telephone **under any circumstances**. Any results not collected on results day will be sent as 1st class post to your registered address. Further information regarding collecting results on the 20<sup>th</sup> August will be published closer to the time.

### CHANGE OF ADDRESS

It is very important that you notify the school in writing **as soon as possible** after the end of the school year if you change your home address during the summer holiday. Please also ensure that your contact telephone numbers are up to date in case we need to contact you during the summer break.

### NEA/CONTROLLED ASSESSMENT APPEALS

Candidates may appeal if they feel any controlled assessment element has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification. Appeals for NEA elements should be made in writing by the 20<sup>th</sup> June to the Head of Centre who will decide whether the process used conformed to the necessary requirements.

### ENQUIRIES ABOUT RESULTS

When you collect your results, you will receive information about the services and support available to you. These services (such as requesting scripts and applying for a review of marking) must be applied for before the deadlines implemented nationally by the exam regulator.

### CERTIFICATES

Certificates are usually dispatched and ready for collection in November. You will be sent a letter to tell you when you may collect your certificates from the school. We are required by the Awarding Body to destroy uncollected certificates. We will retain uncollected certificates for **one year**. It is therefore very important that you collect your certificates as soon as possible. You will have to make applications and pay high fees to the Awarding Body directly to get copies at a later date. A friend or relative may also collect these on your behalf, but the Exams Officer must be notified of this in advance. You will be given specific instructions in the letter sent to you in November 2025.

## FURTHER INFORMATION

### AWARDING BODY WEBSITES

AQA: <https://www.aqa.org.uk/>

Pearson/Edexcel: <http://www.edexcel.com>

OCR: <https://www.ocr.org.uk/>

WJEC Eduqas: <http://www.wjec.co.uk>

### SCHOOL CONTACTS

Main Reception: 020 8988 7420 [school@leytonstoneschool.org](mailto:school@leytonstoneschool.org)

Examinations Officer: Miss M Brookes [exams@leytonstoneschool.org](mailto:exams@leytonstoneschool.org)

Pupils are expected to read the following JCQ documents on the Leytonstone School website:

Coursework      Non Examined Assessments      On-screen Tests  
Privacy Policy      Social Media      Written Exams

<https://www.leytonstoneschool.org/page/?title=Exam+Information&pid=62>

## AND FINALLY...

# Good Luck!



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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## Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/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.

## NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED 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



 Questions matter <b>AQA</b>	 <b>City &amp; Guilds</b> City & Guilds	 Powering Learning <b>CCEA</b>	 Oxford Cambridge and RSA <b>OCR</b>	 <b>Pearson</b>	 <b>WJEC</b>
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