

EXAMINATIONS 2026 GUIDANCE FOR STUDENTS AND PARENTS

CENTRE NUMBER: 46231



Creating Bright Futures



MILLFIELD

SCIENCE & PERFORMING ARTS COLLEGE

Be Exceptional

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Belvedere Road, Thornton Cleveleys, Lancashire. FY5 5DG

Tel: 01253 865929

E-mail: admin@millfield.lancs.sch.uk

Website: www.millfield.lancs.sch.uk

Headteacher: Mrs. N. Regan

INTRODUCTORY STATEMENT

It is the aim of Millfield Science & Performing Arts College to make the examination experience as stress-free and successful as possible for all candidates.

This booklet contains information that you and your parents need to know. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and Millfield Science & Performing Arts College is required to follow them precisely.

You should therefore, pay particular attention to the Warning to Candidates, on page 11.

If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.

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

The Examinations Officer

Mrs S Draper



Joint Council for
Qualifications^{CIC}

Information for candidates

Written examinations

With effect from 1 September 2025

Produced on behalf of:



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**This document has been written to help you.
Read it carefully and follow the instructions.**

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A. Regulations – Make sure you understand the rules

- 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 exams.
- 4 You **must not** take into the exam room any unauthorised material, including:
 - (a) notes;
 - (b) earphones or earbuds (e.g. AirPods), mobile phones, MP3/4 players or similar devices, smart glasses, tablets (e.g. iPads or iPods);
 - (c) watches.

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

Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to sanctions and possible disqualification.

- 5 **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 6 **Do not** talk to or try to communicate with or disturb other candidates once you have entered the exam room.
- 7 You **must not** write inappropriate, obscene or offensive material.
- 8 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 9 **Do not** borrow anything from another candidate during the exam.

B. Information – Make sure you attend your exams and bring what you need

- 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 permitted equipment needed for the exam.
- 5 You **must** write clearly and in black ink. Coloured pencils or inks may be used only for diagrams, maps, charts, etc, unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spellcheckers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in its memory;
 - (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.
- 3 **Do not** use a dictionary or computer spellchecker unless you are told otherwise.

D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 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;
 - (c) you think you have not been given the expected access arrangement(s).
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 **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. **Do not** open the question paper until you are told that the exam has begun.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 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.

E. Advice and assistance

- 1 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.
- 2 Put up your hand during the exam if:
 - (a) you have a problem and are not sure what you should do;
 - (b) you do not feel well;
 - (c) you need more paper.
- 3 **You must** not ask for, and will not be given, any explanation of the questions.

F. At the end of the exam

- 1 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. For CCEA examinations, any loose additional answer sheets should be placed **behind** your script.

- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **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.

While we like to share our experiences online, when it comes to exams and other assessments, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



Jcq **Things to do on social media:**

- Have fun
- Be responsible
- Report any exam or assessment content you see to your teacher

Jcq **Things not to do on social media:**

- Buy/ask for/share exam or assessment content
- Pass on rumours of what's in exams or assessments
- Share your work
- Work with others so that your assessment is not your own independent work

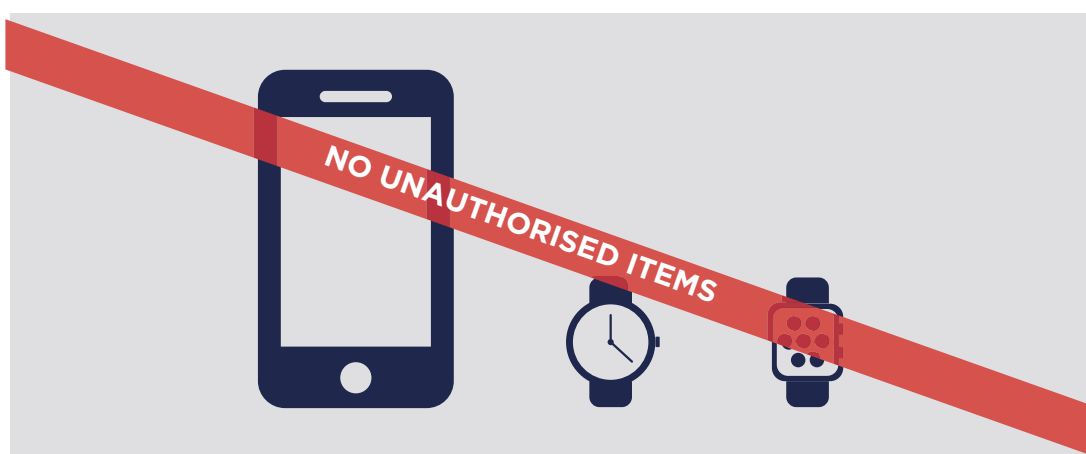
Jcq **If you do any of the above activities, you may:**

- Receive a written warning
- Lose marks
- Be disqualified from a part of or all of your qualifications
- Be banned from taking exams and assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules: [jqc.org.uk/exams-office/information-for-candidates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)

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.

**PULL OUT
WHOLE SCHOOL
EXAM TIMETABLE**

MILLFIELD SCIENCE & PERFORMING ARTS COLLEGE GCSE/VTQ 2026 EXAMINATION TIMETABLE



ALL EXAMINATIONS WILL BE HELD IN THE SPORTSHALL UNLESS OTHERWISE STATED
(Learning support students in the Library)
START TIME MORNING: – 9.00AM START TIME AFTERNOON: – 1.30PM

MFL Speaking—YEAR 11 French + Spanish J4 & J3
Tuesday 21st April & Wednesday 22nd April—**Spanish**
Thursday 23rd April & Friday 24th April—**French**
8.45am—2.45pm each day (12mins each exam)

Art Exam—Year 11—Externally assessed assignment—10 hours in A23
Group 1—Tuesday 28th + Wednesday 29th April **Group 2**—Thursday 30th April + Friday 1st May

<i>Morning Start Time 9am</i>	Day	Date	<i>Afternoon Start Time 1:30pm</i>
	Friday	1st May	Assembly Hall BTEC Travel & Tourism 2hrs
Assembly Hall BTEC Health and Social Care 2hrs	Tuesday	5th May	
	Wednesday	6th May	
	Thursday	7th May	
Sports Studies OCR—Cambridge Nationals 1hr 15m	Friday	8th May	Drama 1hr 45m
English Literature Paper 1 1hr 45m	Monday	11th May	
Religious Studies Component 1 2hrs	Tuesday	12th May	Science—Biology Paper 1 Triple F & H 1hr 45m Combined F & H 1hr 10m
Geography Paper 1 (Physical) 1hr 30m	Wednesday	13th May	Computer Science Paper 1 1hr 30m
Maths Paper 1 F + H Non-calculator 1hr 30m	Thursday	14th May	
History Paper 1 (Elizabethan) 1hr Paper 2 (Germany 1919-1939) 1hr	Friday	15th May	

**THERE WILL BE REVISION SESSIONS BEFORE EACH EXAM. PLEASE CHECK WITH YOUR SUBJECT
TEACHER FOR TIMES – IT IS VERY IMPORTANT THAT YOU ATTEND**

Science—Chemistry Paper 1 Triple F & H Combined F & H	1hr 45m 1hr 10m	Monday	18th May	Media Studies Paper 1	1hr 30m
English Literature Paper 2	2hr 15m	Tuesday	19th May	Computer Science Paper 2	1hr 30m
J3 & J4, Library French Listening F Reading F French Listening H Reading H	35m 45m 45m 1hr	Wednesday	20th May	Religious Studies Component 2 (Christianity) Enterprise & Marketing OCR—Cambridge Nationals	1hr 1hr 15m
English Language Component 1	1hr 45m	Thursday	21st May		
		Friday	22nd May		
HALF-TERM HOLIDAY 25th —29th May					
		Monday	1st June	Religious Studies Component 3 (Islam)	1hr
Science—Physics Paper 1 Triple F & H Combined F & H	1hr 45m 1hr 10m	Tuesday	2nd June	Assembly Hall Media Studies Component 2	1hr 30m
Maths Paper 2 F + H (Calculator)	1hr 30m	Wednesday	3rd June	Geography Paper 2 (Human) GCE Maths (H240/01) (Pure Mathematics Wtn)	1hr 30m 2hrs
History Paper 3 (USA 1929—2000) Paper 4 (Crime & Punishment)	45m 1hr 15m	Thursday	4th June	French Writing Foundation Higher	1hr 10m 1hr 15m
English Language Component 2	2hrs	Friday	5th June		
Science—Biology Paper 2 Triple F & H Combined F & H	1hr 45m 1hr 10m	Monday	8th June	Creative iMedia OCR—Cambridge Nationals (Resits only)	1hr 30m
J3 & J4, Library Spanish Listening F Reading F Spanish Listening H Reading H NCFE CACHE Level 2 Technical Award in Child Development and Care	35m 45m 45m 1hr 1hr 30m	Tuesday	9th June	Preston College Construction and the Built Environment Eduqas—(on-screen)	1hr 30m
Maths Paper 3 F + H (Calculator)	1hr 30m	Wednesday	10th June	Design & Technology	2hrs
Geography Paper 3 (Pre-release & fieldwork)	1hr 30m	Thursday	11th June	Food Preparation & Nutrition GCE Maths (H240/02) (Pure Mathematics Stats Wtn)	1hr 45m 2hrs
Science—Chemistry Paper 2 Triple F & H Combined F & H	1hr 45m 1hr 10m	Friday	12th June		

THERE WILL BE REVISION SESSIONS BEFORE EACH EXAM. PLEASE CHECK WITH YOUR SUBJECT TEACHER FOR TIMES – IT IS VERY IMPORTANT THAT YOU ATTEND

Science—Physics Paper 2 Triple F & H Combined F & H	1hr 45m 1hr 10m	Monday	15th June	
Spanish Writing Foundation Higher	1hr 10m 1hr 15m	Tuesday	16th June	GCE Maths (H240/03) 2hrs (Pure Mathematics Mchnc Wtn)
		Wednesday	17th June	
		Thursday	18th June	
		Friday	19th June	
		Monday	22nd June	
		Tuesday	23rd June	
CONTINGENCY SESSION		Wednesday	24th June	CONTINGENCY SESSION

The contingency day is **Wednesday 24th June 2026**.
 Make sure you are available up until this date even if you
 do not have an exam

Warning to candidates

 <small>Questions matter</small> AQA	 City & Guilds	 <small>Rewarding Learning</small> CCEA	 NCFE	 <small>Oxford Cambridge and RSA</small> 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.

On your exam day

This checklist will help you to be as prepared as possible for your exams so that you can focus on doing your best on the day.

Before sitting your exams, ensure you know:

- the date, time and location of each of your exams. You might find it helpful to write this information in a calendar or planner.
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam.

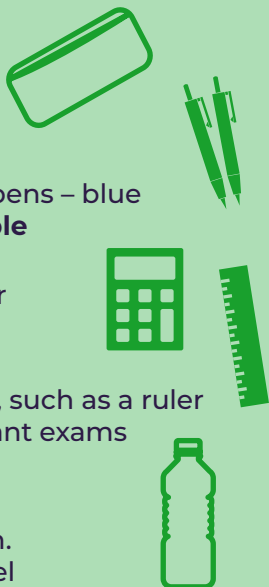
What you cannot take into your exams:

- any type of phone
- revision notes
- any type of watch (this includes analogue, digital and smart watches)
- smart devices (e.g. Airbuds, smart glasses or tablets)



What you will need:

- a clear pencil case
- at least two black ink pens – blue pens are **not acceptable**
- 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 **must not** have a label



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 to respond.
- Fill in your details on the front of your answer booklet.
- If you need an additional answer sheet, raise your hand and wait for an invigilator to provide one. Remember to add your details to this sheet.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator to escort you from the exam room.
- Remember to stay silent – talking to a fellow candidate could result in disqualification from all your exams.

Contingency sessions:

- There are contingency sessions within the Summer 2026 exam timetable on the morning and afternoon of 24 June 2026. Make sure you are available on 24 June 2026.

If you have any questions about your exams, please ask your teacher or exams officer.





INSTRUCTIONS TO CANDIDATES



IN THE EVENT OF AN EMERGENCY SUCH AS A FIRE ALARM

- To be read/displayed during the exams.
- In the event of a fire alarm or other emergency you must evacuate the room by the nearest fire exit. Assembly points—Sports Hall & Assembly Hall—Turning circle at the front of school. Library—Basketball court near the astro-turf area.
- All question papers and scripts must be left in the room.
- When you leave the room you are still under exam conditions which means that you must not communicate with any other candidate.
- You must not access any text books or other material that would not normally be allowed in the exam room at the start of the examination.
- You must remain under the supervision of the invigilator and return to the exam room when told to do so.
- Time will be added at the end of the exam to cover the period of interruption.
- Please remember that you are still under exam conditions even though you are not longer in the exam room.
Failure to follow these rules could result in disqualification



INFORMATION FROM MILLFIELD

Before the Exams

Statements of Entry

All candidates receive a statement of entry from school indicating the subjects they are being entered for and the levels of entry, where applicable. Some subjects only have one tier of entry and some have Foundation or Higher tiers.

An individual candidate timetable statement has been issued to all students with this booklet in addition to the whole school timetable in the centre pages.

You must check everything on your candidate statement very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded.

Examination Boards

Millfield uses the following Examination Boards: AQA, Pearson, OCR, WJEC and NCFE.

Candidate Name

Candidates are entered under the name format of: first name + one middle initial + (legal) surname, e.g. Adam J. Smith.

Candidate Number

Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It will appear next to your name on seating plans and examination registers. Your candidate exam number is on your individual timetable. **PLEASE LEARN IT.**

Unique Candidate Identifier (UCI)

In addition to a candidate number, each candidate has a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of statements of entry. This number will usually begin with the Centre Number (46231) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

Timetables

A copy of the school's GCSE timetable 2026 is included in this booklet. Please see the centre pages.

Contact Numbers

Please check that school has at least one up-to-date contact number for you. If you are late for an exam for any reason, we are then able to contact you as soon as possible. We endeavour to collect all students' mobile numbers for this purpose.

Equipment

Make sure you have all the correct equipment before your examinations. Check the regulations in the Information to Candidates – Written Examinations.

During the Exams

Try to avoid panic.

It's natural to feel some exam nerves prior to starting the exam and that can be a positive feeling. However, getting excessively nervous is counterproductive as it stops you thinking clearly.

Breathe deep.

The quickest and most effective way of cutting out feelings of stress and panic is to close your eyes and take several long, slow deep breaths. Breathing in this way calms your whole nervous system. Think 3-4-5. Breathe in for 3, hold for 4, and breathe out for 5.

Blankety blank?

If your mind goes blank, don't panic - it just makes it harder to recall information. Instead, focus on slow, deep breathing for about one minute. If you still can't remember the information then move on to another question and return to this question later.

After the Examinations

If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to school before results day.

Candidates who do not collect their results on **20th August 2026** will receive notification through the normal post.

No results will be given out by telephone under any circumstances.

Post Results

If you need post-results advice, Millfield Science & Performing Arts College staff will be available on Results Day.

GCSE / VTQ Certificates

GCSE Certificate Collection Evening will take place on Wednesday 18th November when it is hoped that you will be able to attend to collect your certificates. Full details will be sent out to students on results day.

PLEASE NOTE:

Students who are unable to attend Certificate Collection Evening will be able to collect their certificates from the school office. Certificates will not be given to anyone other than the candidate without the candidate's written authorisation.

ALL CERTIFICATES MUST BE COLLECTED AND SIGNED FOR. THEY WILL NOT BE POSTED OUT.

Millfield Science & Performing Arts College is only obliged to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time (or if they lose their certificates), they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board. You are therefore urged to collect your certificates on Certificate Evening or as soon as possible thereafter from the school office and to keep them safely.

ADDITIONAL INFORMATION TO STUDENTS

Examination Regulations

- A copy of the "Information for Candidates", which is issued jointly by all the Examining Boards, is printed on pages 4-10 of this booklet. All candidates must read this carefully and note that to break any of the examination rules or regulations could lead to **disqualification from all subjects**. The school **must** report any breach of regulations to the Awarding Body.

Attendance at Examinations

- Full school uniform must be worn by all students attending school for examinations.
- For mathematics and science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new. Exam calculators will be available if necessary.
- Do not attempt to communicate with or distract other candidates.
- Examination regulations are very strict regarding items that may be taken into the examination room. **If you break these rules you will be disqualified from the examination.**
- If you bring a mobile telephone to school, you must switch it off and hand it in to an invigilator. A ticket number will be issued to you so that no one else may collect the phone at the end of the exam. You are responsible for collecting it at the end of the examination. See penalties on the JCQ Information for Candidates included in this booklet.
- No food or drink is allowed in the examination rooms (water in a clear bottle, with no writing or labels is allowed).
- Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.
- Do not draw graffiti or write offensive comments on examination papers - if you do, the examination board may refuse to accept your paper.
- **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.
- **Read all instructions carefully and number your answers clearly.**
- Candidates must stay in the examination room until the end of the examination. You will not be allowed to leave an 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.
- 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 room. Please leave the room in silence and show consideration for other candidates who may still be working.

Invigilators

The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out additional answer booklets if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.
- **Please note that invigilators cannot discuss the examination paper with you or explain the questions.**
- Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and members of the Senior Leadership Team.

Absence from Examinations in Extreme Circumstances

- If you experience difficulties during the examination period (e.g. illness, injury, and personal problems), please inform school at the earliest possible point so we can help or advise you.
- 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 where an application is to be made for special consideration. A self-certification form (JCQ/ME Form 14) can be obtained from the Examinations Officer which can be countersigned by your doctor or nurse.
- Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examination Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.
- For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a minimum of 35% of the examination (including coursework) must be completed.
- Parents and candidates are reminded that the school will require payment of entry fees (approximately £45 to £55.00 per subject) should a candidate fail to attend an examination without good reason and without informing the school.
- **Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.**
- All students should return any books and school devices e.g. laptops, to school as soon as possible after the examinations.

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