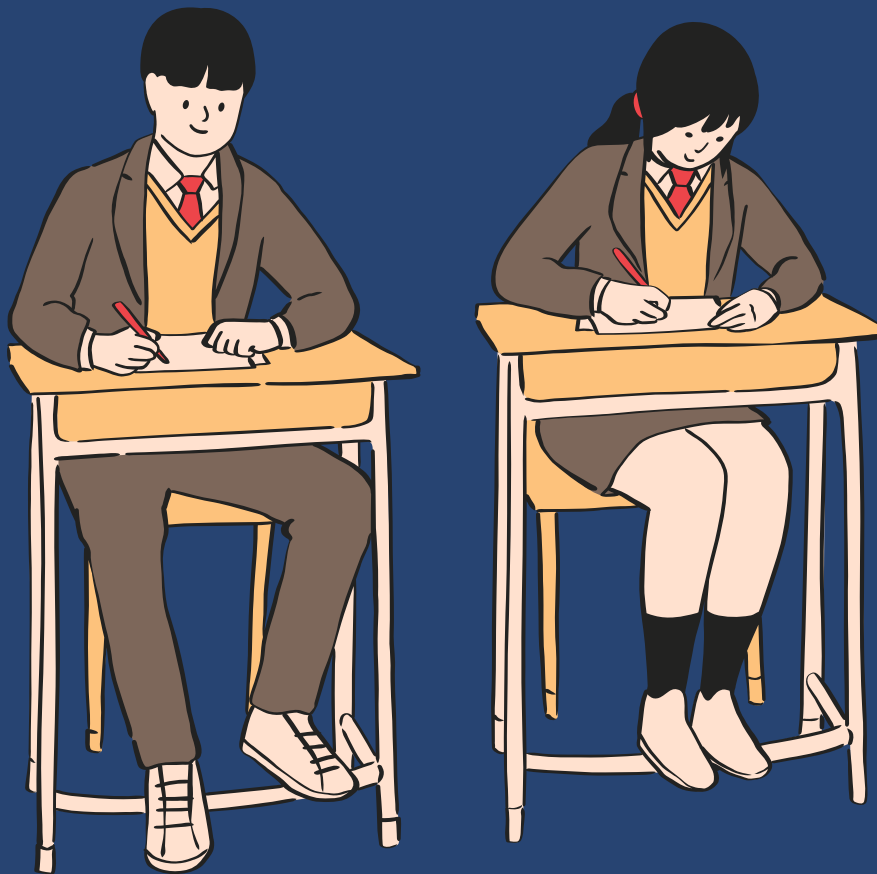


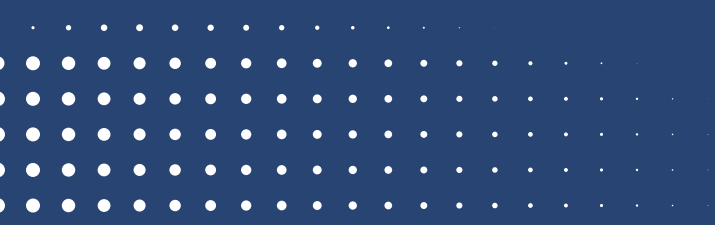
# CARDINAL NEWMAN CATHOLIC SCHOOL EXAM INFORMATION 2025



*"Together Towards our Lord, through Learning,  
Love and Faith"*



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# Introduction

April 2025

Dear Students, Parents and Carers,

Final examination timetables for summer 2025 have now been issued. This replaces all previous copies of entries issued.

Y11, 12 and 13 students should have received theirs via their form tutors.

This timetable is individual to you and confirms the exact start time for each of your exams, the rooms in which you will be sitting and your seat number. Do not assume your exam start time will be the same as your friends, as it may not.

MFL speaking exams do not appear on this timetable and you should liaise with your teachers for the dates/timings of these.

Should you have any queries or concerns regarding your timetable please come and see Mrs Evans ASAP in the exam office, do not leave it until the day of your exam.

The JCQ have set an “Exam Contingency Days” this year. This is:

## **Wednesday 25 June 2025**

All students must remain available every day up to and including Wednesday 25 June, in case of local or national disruption during the summer exam series.

Finally, may I take this opportunity to wish you all the very best of luck for your forthcoming exams.

**Mrs Evans**  
**Examinations Officer**



# Arrangements for Summer 2025 Exams

## General Information

Morning exams start at 9.00am and afternoon exams at 1.15pm, unless your timetable says otherwise so, please check it carefully.

All students in Year 11 are expected to be in **FULL SCHOOL UNIFORM** for all exams.

For exam locations check your individual timetable or the seating plans that will be displayed daily outside the exam venues. Students doing exams in alternative venues will be dismissed from line up to their allocated rooms.

Arrive at least 15 minutes before the start time of your exam, as late arrivals can cause disruption and delays to other students. If you are going to be late, please ring into school and let the exams office know. If you arrive later than one hour after the published exam start time (after 10.00am for morning exams or after 2.30pm for afternoon exams) you will not be allowed to sit the exam and will severely impact your grade for that subject.



## Absences

Parents/carers must call into the exam's office before 8.30am if you are unable to attend any of your exams. Missed exams due to illness must be supported by a medical certificate. Parents/carers will be charged for exams missed without a good reason.

**Exams Office Direct Line: 01582 587543**

It is your responsibility to get yourself to and from school - remember that exams do not always start exactly on time and that it can take a long time to collect in all the answer scripts so do not rely on catching the bus for exams scheduled to finish after 3.00pm.

Go to the toilet before every exam, to go during the exam an invigilator must accompany you.



# Prohibited items

## Mobile phones and watches



Mobile phones and all watches are banned from exams. They must go into your bag before the exam and must not be on your person. Phones should be switched off. Disturbances caused by ringing phones will be reported to the exam board.

## Water Bottles



Water is allowed in the exam. It must be in a clear bottle with the label removed. Reusable water bottles that aren't see through are not allowed.

## Exam Equipment



Bring at least two BLACK biro pens and check with your subject teacher whether any specialist equipment is required e.g. calculators, maths set etc.

Equipment should be in a CLEAR pencil case.

All unauthorised items: glasses cases; pencil cases that are not see-through; calculator lids and instructions etc. should be left in your bag.

# Rules

Arrive at the exam room at least 15 minutes before the start of exam.

Notices listing exam rules and regulations are displayed outside each exam room. They are also attached to your exam timetable. **MAKE SURE YOU READ AND UNDERSTAND THEM.**

You are under exam conditions from when you enter the exam room. Find your seat quickly so that the exam can start on time. Do not communicate with other candidates in the room.

Make sure all electronic communication/storage devices (mobile phone, iPod, MP3 etc.) are switched off and left in your bag. If any of these items are found in your possession during an exam, **WHETHER THEY ARE SWITCHED ON OR NOT**, you will be disqualified from the exam.

No food is allowed in the exam room. You may bring in a bottle of **WATER** as long as the bottle is clear and the label has been removed.

**TOILET BREAKS ARE NOT ALLOWED UNLESS YOU HAVE A TOILET PASS, WHICH MUST BE SHOWN TO A MEMBER OF STAFF.**

If you have a problem during the exam, raise your hand and wait for the invigilator to come to you. Invigilators cannot answer any questions about the content of the exam paper.

You will not be allowed to leave the exam room before the end of the exam. If you finish early go back and check your answers.

# IMPORTANT

# Rules

You must not take into the exam room: notes, air pods, earphones/earbuds, iPod, Mobile phone, MP3/4 or similar device, a watch, smart glasses or any other smart device. They MUST ideally be left at home or placed in a locker. Possession of unauthorised items or a mobile phone ringing/vibrating/making a noise in your bag is a serious offence and will be reported as potential malpractice to the exam board. This could result in disqualification from your exam, the overall qualification or all the exams taken in the summer series.

Remember that the exam rules apply from the moment you enter the exam room until you are outside it after the exam. The exam does NOT finish when you hand in your answer paper.

Please familiarise yourself with the JCQ Information for candidates included in this booklet.

You will not be allowed to leave the exam room until the exam is finished. If you finish early, you should sit quietly facing the front.

When instructed to leave the exam room please ensure you leave in silence so as not to disturb other candidates who may still be working.

In the event of an emergency during the exam, you will be asked to stop writing and close your answer booklet/question paper. You will then evacuate the exam room in silence following the invigilators instructions.

# Exam Clashes

***If this applies to you, Mrs Evans will already have seen you.***

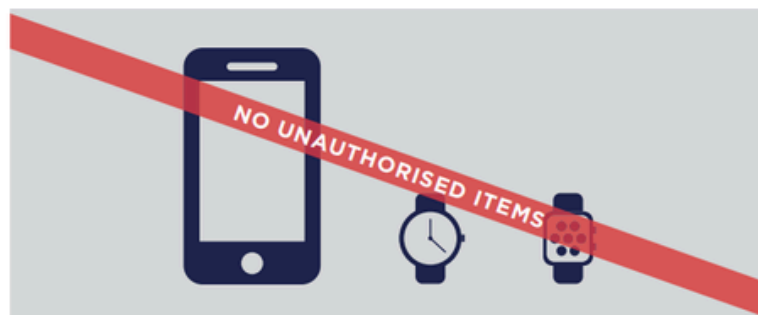
An exam clash is where two of your exams are timetabled for the same session. Exam clashes are managed as follows:

If the two exams are three hours or less: You will sit the exams one after the other with a supervised break in between of no more than 20 minutes. The break must be conducted in the exam room under full exam conditions.

If the two exams are over three hours: You will be allowed a supervised break away from the exam room. You will be supervised by a member of staff during your break. You will be allowed to revise but will not be allowed access to your mobile phone or any other electronic communication/storage device.

## 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.



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.



# Top Tips

## Before an exam

- Make sure that you understand your exam timetable. If you think something is missing, speak to Mrs Evans in the Exams Office.
- Arrive at least 15 minutes before your exam starts.
- Ensure to eat and have a drink before the exam.
- Bring water to drink in a clear plastic bottle.
- Pack everything you need for each exam the night before including necessary resources.
- All equipment must be in a see-through pencil case.
- Basic equipment must include black pens, pencil, rubber, calculator, ruler, protractor, compass, highlighter.

## During an exam

- Always listen to the invigilator and follow their instructions. They will tell you when you can begin writing.
- You must not talk in the exam room. If you have a question, raise your hand and wait for the invigilator to come to you.
- Check you have been given the correct exam paper particularly for tiered subjects.
- Always read the instructions on the front of the question paper and/or answer booklet when instructed to do so.
- Take your time to read each question carefully before answering. Use a highlighter to highlight key words.
- Look out for command words – for example: analyse, compare, describe, explain – these will help you determine what is being asked.
- Use the allocated marks as a rough guide for how much time to spend on each answer.
- If you cannot answer a question, move onto the next one and come back to it later.
- Allow time to check your work before the end.
- The invigilator will tell you when the exam is finished; you must put down your pen and close your question paper/answer booklet.

## After an exam

- Breathe and relax! Well done!!



# Study Leave

Year 11 - Monday 2<sup>nd</sup> June 2025

Year 13 - Friday 16<sup>th</sup> May 2025

# Results Day

A-Level - Thursday 14<sup>th</sup> August 2025

GCSE - Thursday 21<sup>st</sup> August 2025



# Collecting Results

You can obtain your results:

## 1. In Person

**A LEVEL:** Thursday 14 August 2025 from 9am-11am in the school reception.

**GCSE:** Thursday 21 August 2025 from 9am-11am in the school reception.

## 2. By Proxy

If you are unable to collect your results in person, you can ask a relative or friend to collect on your behalf. You should ensure they have a signed letter from you giving them permission to collect on your behalf. Photographic ID will be required upon collection if not a current student at the school.

## 3. By Post

If you require your results to be posted home, please leave, an A5 size stamped addressed envelope with the Exams Office prior to breaking up for the summer.

**Please be aware that GCSE results day is also N6 Enrolment Day where you will have the opportunity to enrol onto your chosen A level/Vocational courses.**

**Once you have collected your results you can continue to the school hall where the N6 team will support you through the enrolment process.**



# Post Results Service

We hope that you will be very happy with your results but if you are not, the following post-result services will be available:

- Clerical re-check
- Post-results review of marking
- Access to scripts
- Post-results review of moderation.

All details of how to apply will be included in your results envelope in August.

# Exam Certificates

Summer 2025 exam certificates will be available for collection from the Exams Office from Monday 1st December 2025.

If you are unable to collect your certificates in person and would like someone else to collect on your behalf, you should ensure that they have a letter from you giving them permission to collect them on your behalf.

Photographic ID will be required upon collection.

Look after your certificates and keep them safe, as we will not be able to replace them for you!



Guide us this day,  
Lord our Father, in your love,  
for this day is yours.

May we share the love we have for you with  
others,  
for all mankind is yours.

Help us with our work today,  
for our work is yours.

May we love and respect ourselves,  
for we are yours.

Amen.