Luton SIXTH FORM COLLEGE

CANDIDATE EXAM HANDBOOK 2025-26

Centre Number: 15247

IT IS ESSENTIAL THAT YOU READ THIS DOCUMENT

YOUR EXAMINATION TIMETABLE

To access your personal timetable online, go to My Learning and click on the ProPortal link.

- Click on INFORMATION (left hand side)
- Click on Exam Timetable

Personal details. Please check that all your personal details are correct. This information will appear on your certificates. Come to the Information Centre immediately if something is wrong. Replacement certificates are approximately £60 each and you will have to pay.

Personal timetable. Your final timetable will show all your timetabled external examinations. The date, time and room of the exam are shown (except for Language orals) **Familiarise yourself with the location of your examination room and seat number well in advance**.

Foreign Language orals - dates will be agreed with your subject teacher.

CANDIDATE/EXAM NUMBER

Each student is issued with a four digit candidate exam number – this is normally the last 4 digits of your student ID number, **however if you are a Q student this will be a different unique number.**

It is important that you know this number as you will need it in all your exams – we suggest to write this on the back of your ID badge. Exam numbers are displayed on the seating lists by bag drop prior to exams, or you can find this in ProPortal under the exams tab.

EXAMINATION TIMES

All written exams start at:

9.00am for the morning session (AM)
1.30pm for the afternoon session (PM)

You should drop your bag and coat in bag drop at least **15 minutes before** the examination begins – DO NOT BE LATE. If you are very late the awarding body may not accept your completed exam paper.

CLASHES

A clash is when you have two or more exams timetabled at the same time. Please check your timetable carefully – some clashes will mean that exams will have to be taken consecutively; others may be resolved by moving one of the exams to a different session i.e morning or afternoon**.**

You will receive an email from the exams office advising that you have a clash.

If your exam is being moved to a different session you must be kept under supervision, this means:

- an invigilator will supervise you in a secure room, you may revise using your own resources whilst under supervision between exams but must not
    a. be in possession of an electronic communication/storage device or have access to the internet;
    b. have contact with any student who has sat the examination;
    c. be coached by a member of centre staff.
- ***You will need to bring your lunch with you*** – you will not be able to go to Westside to purchase food**.**

Any queries in relation to clashes should be directed to the Exams Office.

CONTINGENCY DATES

During the summer series JCQ put aside a contingency date in the event of national or significant local disruption to exams. Student should ensure they are available on this date should it be used for exams. **For Summer 2026 the contingency date is Wednesday 24th June, 2026.**

WHAT YOU WILL NEED

ID CARD If you forget your ID you must obtain a photographic ID card from Main Reception before you go to your exam, a temporary ID without a photo will not suffice. You must have photographic identification so that the Invigilator can see who you are. Without this you will be unable to take the exam.

EQUIPMENT NEEDED FOR THE EXAM clear pencil case/bag, including **black** pens, HB pencil (for multiple choice exams), eraser, calculator.

Please note - you are required to write in **black ink**. You must not use: correcting pens, fluid or tape, erasable pens, highlighters or gel pens to write your answers.

THE EXAMINATION ITSELF

Once you enter the examination hall you are under **examination conditions**. You MUST not speak or communicate with any other candidates.

Please do not bring a bag or coat with you to your examination - leave it in the designated Bag Drop SE005. The room will be open, but supervised. Do not bring anything which is valuable such as mobile phones, bank cards or money with you. **Anything left in this room is done so at your own risk.** Valuable items should be left at home.

IMPORTANT: NO MOBILE PHONES, WATCHES, EARBUDS, HEADPHONES OR ANY OTHER POTENTIAL TECHNOLOGICAL/WEB ENABLED SOURCES OF INFORMATION ARE PERMITTED INTO AN EXAMINATION ROOM – **ANY UNATHORISED ITEMS BROUGHT INTO THE EXAM ROOM WILL RESULT IN DISQUALIFICATION.**

- Please **remove wrist watches and leave in your bag in the drop off zone.**
- Sit in the seat indicated on your individual timetable to ensure that you are taking the correct paper. Seat numbers will be displayed near the bag drop area.
- ID cards must be placed face up on the desk so your identity can be checked.
- Only **clear plastic pencil cases** or clear plastic bags are allowed on the desk.
- You must not write inappropriate, obscene or offensive material on your exam paper. You will be disqualified by the exam board.
- If you require an inhaler or the use of any other medication during the exam, please inform the Invigilator at the start of the exam. This will need to be checked and left on the exam desk.
- You are permitted to take water into the exam room however this must be in a **clear plastic bottle with all labels removed**. Do not bring any water bottles with print on the bottle that cannot be removed – this will not be allowed in the exam room.

- Calculators must be placed on the desk so that staff can clear the memory before the start of the examination. The calculator lids are not permitted, leave these in your bag or at home.

- Toilet breaks are not permitted for exams less than 2 hours (unless you have already spoken to the SEND team about this)

- **YOU WILL NOT BE ALLOWED TO LEAVE THE EXAM ROOM UNTIL THE END OF THE EXAM. Once you have left the exam room you MUST NOT return.**

TRIAL EXAMINATIONS

Trial examinations are scheduled for the following dates:

- Y2 A Level Trials (1): 20-24 October 2025
- Y2 A Level Trails (2): 23-27 February 2026
- Y1 & Y2 Vocational Trials (1): 10-14 November 2025
- Y1 & Y2 Vocational Trials (2): 2-6 March 2026
- GCSE English Language Trial: w/c 2 March 2026
- GCSE Mathematics Trial: w/c 2 March 2026
- Y1 A Level Trials: 1-5 June 2026

Please be aware that completed trial exam evidence may be retained as part of the Ofqual guidance that this would be used to determine grades in the unlikely situation that public exams and formal assessment could not go ahead.

WHAT TO DO IF YOU ARE UNWELL

If you are feeling ill during an examination you should put your hand up and tell an Invigilator. For external exams if you are too ill to continue with the paper the Exams Department may be able to apply to the Examination Board for this to be taken into consideration when your paper is marked.

If you are ill before an examination and are therefore unable to sit the paper, please telephone the Information Centre on (01582) 432450, or the main switchboard

WHAT HAPPENS IF YOU ARE LATE OR MISS AN EXAMINATION?

You may be able to sit an exam if you are late for an exam however, you cannot go directly into the Sports Hall if the exam is already in progress. You will need to go to the exams office and wait until a member of the exams team can escort you to your exam venue.

You will be asked to fill out details of your reason for your late arrival. The awarding body will be informed. The awarding body will decide if your paper will be marked.

MALPRACTICE

It is the duty of the Head of Examinations to ensure that all cases of malpractice in connection with an examination are reported to the Examining Board.

REMEMBER

- DO NOT talk to any other student once you enter the exam room
- DO NOT have anything on your desk except examination stationery and equipment needed.
- DO NOT bring a mobile telephone, watch, headphones, earbuds, smart glasses into the exam hall.
- Leave all your belongings in Bag Drop. DO NOT bring anything valuable – items left in this area will be at your own risk.
- If you are concerned about anything, put up your hand and speak to an Invigilator.
- If you are wearing a coat or hat you will be asked to remove it.
- If you are wearing a hijab you will be asked to uncover your ears as you enter the hall, so that the Invigilator can ensure that you do not have earphones.

- If you are wearing a niqab your identity will be checked by a female Invigilator before you enter the exam hall.
- The Invigilator will check your hands and arms before the exams begin, they must not have any writing on them. You will be asked to remove anything that is considered inappropriate.

RESULTS

Exam Series	Qualification Level	Date
November 2025	GCSE English Language and GCSE Mathematics	Thursday 8 January, 2026**
January 2026	Vocational/BTEC	Thursday 19 March 2026**
Summer 2026	A Level and Level 3 vocational	Thursday 13 August, 2026*
Summer 2026	GCSE and Level 2 vocational	Thursday 20 August, 2026**

*available to students to collect in person from college (where Careers advice and guidance will be available) or online (information to follow)
**available to students online (information to follow) and will be posted out to students.

POST RESULTS SERVICES

Applications for access to scripts (ATS) and reviews of marking (ROM) will be taken following the issue of results. Fees and information will be included with your results on results day and via MyExams. Application forms will be available on results day from the exams office.

CERTIFICATES

When exam certificates are available to be collected, you will receive notification from the exams office. Summer 2026 exam certificates will be available to collect from college in December (date/times will be advised via email). After this date they will be available daily from 8am to 3.30pm from main college reception.

Certificates should be collected by students, however if required you are able to authorise someone to collect them on your behalf by completing the certificate collection form. They will need to bring this signed form and photo ID with them.

It is important to collect your certificates as they are a legal document and it is likely they will be required throughout your further academic or professional career.

Note we are only permitted to hold onto them for 12 months.