Updated: October 2026

EXAM HANDBOOK 2026-27

Essential Information for Exam Candidates

To help you through your exams,
the **Exams Office** has put together this booklet.

There are a number of rules and regulations for exams that **ALL** students **must** be aware of, most of which are set by the Exam Boards and/or JCQ[cic], not by New Collaborative Learning Trust.

Please read this booklet and keep a copy, as you will need to refer to it throughout the academic year.

We wish all our students the very best of luck
and hope that they may reap the rewards of
their efforts in their exams results.

The Exams Office makes every effort to ensure that the information in this booklet is accurate at the time of production

Exams Office

It is the aim of the **Exams Office** to make the exam experience as stress-free and successful as possible for all students. If you have any queries, need help or advice at any time, before, during or after exams, please contact us. The Exams Office is located in Room L17, LRC Ground Floor, and is open daily from 8:30am to 3:30pm. You can contact the New College Pontefract exams team in the following ways:

Jenna Hudson – Examinations Officer	jenna.hudson@nclt.ac.uk	01977 802659
Sue Johnson – Examinations Assistant	sue.johnson@nclt.ac.uk	01977 802794
Georgina Lawrence – Trust Examinations Manager	georgina.lawrence@nclt.ac.uk	01977 802821
General Examinations Enquiries	exams@nclt.ac.uk	

Examination Timetables

Examinations and assessments take place throughout the academic year, therefore it is a requirement that students do not take holidays during term time. JCQ set a Contingency Day every academic year for the Summer exam series, and every student taking exams **must** be available up to and including that date. For 2026/27 the Contingency Day is Wednesday 23 June 2027.

Written exams take place at the following times:

September	Year 13 – WJEC Applied Criminology resits
October / November	Year 12 – External Exams – GCSE Maths, UK Maths Challenge
	Year 12 - BTEC and Cambridge OCR Mock Exams
	Year 13 – External Exams – GCSE Maths, UK Maths Challenge
	Year 13 – BTEC and Cambridge OCR Mock Exams
December / January	Year 12 – External Exams – BTEC, Cambridge OCR and WJEC Applied Criminology
	Year 13 – External Exams – BTEC, Cambridge OCR and WJEC Applied Criminology
February / March	Year 13 – A Level Mock Exams
	Year 12 – BTEC and Cambridge OCR Mock Exams
	Year 13 – BTEC and Cambridge OCR Mock Exams
March to June	Year 12 – External Exams - GCSE Maths and English and Vocational Qualifications
	Year 13 – External Exams – A Levels, Vocational Qualifications, GCSE Maths and English, STEP University Admission Tests
	Year 12 – A Level Progression Exams

Depending on your area of study, there are some exams, which do not fall into these times. Your Subject Teacher will notify you should this be applicable.

External Exam Timetables are nationally set and regulated by external exam boards and it is not possible to alter the date on which examinations are timetabled to take place.

Non Examined Assessments (NEA) (Coursework or controlled assessment) is an integral part of many subject assessments and forms part of your final grade. Students produce the work under the supervision of their teachers in accordance with the requirements of the Exam Board (Awarding Body). These will be marked by teachers (then moderated externally) or marked externally by examiners. Speaking tests and practical exams are generally held ahead of the written exams. For more information on these, talk to your Subject Teacher or Head of Faculty.

For each exam series, your individual exam schedule will appear on Cedar after the entries have been made to the exam board. To find it, click on the heading on the left side called Exam Timetable. It will show your Candidate Number (which you should write on the back of your college ID card), the date, start time, end time and the paper name of each exam you have. You should arrive at the exam room at least 15 minutes before the scheduled start time of your exam.

Shortly before the exam, your exam timetable will also show the room that you are taking your exam in and your seat number. It is your responsibility to ensure you know your room, seat number and candidate number before you arrive at the exam room. Your Exam Timetable is unique and your own.

You should always check your personal details (full legal name, spelling and date of birth) and exams very carefully – if any of that information is incorrect or not spelt correctly you must inform the Exams Office immediately. Your personal data (name, date of birth, gender) is transferred to the Exam Boards for examining/award qualifications purposes and must match your legal name. If there are any errors/omissions/queries regarding your exam timetable, please contact the **Exams Office** immediately.

Clashes

A clash is when you are timetabled on the same day to sit two exams (or more) in the same session and **the total exam writing time exceeds three hours**. There are two exam sessions daily, one in the morning and one in the afternoon.

If you have multiple exams totalling **three hours or less per session**, these will follow one after another consecutively within the exam room. Your times will be amended on your timetable and say *CLASH* on your timetable.

For any student who has a clash exceeding 3 hours in one session, the Examinations Officer will revise your timetable for the day of the clash within the regulations and this will show in Cedar and say *CLASH* on your timetable. **Remember your Exam Timetable is unique and your own.**

If your clash needs to be moved to an alternative session i.e. afternoon exam moved to morning, you will be kept in supervision over the lunchtime period. The Examinations Officer will discuss this further with you nearer the time.

If you think you have a clash that may not have been resolved and you have not heard anything by the end of April, please come to the **Exams Office** immediately to query this.

Bad Weather & Exam Arrangements

All exams will take place whatever the weather, as Exam Boards make no allowances for severe weather. External exams cannot be rescheduled, and it is our intention that these exams will still take place even if New College Pontefract has had to close for normal lessons.

All students should do all they can to get into college to sit their exams and arrive at least 15 minutes before their scheduled start time. Therefore, students are advised to plan ahead with travel arrangements.

Students who would normally travel to college by bus and are unable to get safely to college for an exam are advised to contact the college as soon as possible, and it should be before the scheduled start time of the exam. Remember the telephone lines will be busy so please leave a detailed message including your name, which exam you should be taking and a contact telephone number.

Transport Arrangements on Exam Days

Please be aware that the College buses cannot be held for exam candidates. Check your timetable in advance as it will be **YOUR** responsibility to make alternative transport arrangements home after your exam finishes if you are unable to catch the College bus. If you have longer duration exams in the afternoon, or exam clashes, or are eligible for extra time, please ensure you plan to make alternative arrangements in advance to make it home safely. You will not be allowed to leave exams early for any reason. Once you have left the exam, you are not allowed to return.

Before Your Exams

KNOW YOUR TIMETABLE

Review your Exam Timetable on Cedar. To view your own personal timetable, login to Cedar and click on Exam Timetable link located on the left side tool bar.

It is a student's responsibility to ensure that they know the correct date, time, location and seat number for all of their exams. The composite Exam Series Timetable for the Summer Exam Series will be displayed on the College website.

CANDIDATE NUMBER

Your candidate number is shown on your profile in Cedar in the Exam Timetable Tab. This is a four-digit number that identifies you and will remain yours throughout your studies at New College Pontefract. You should write it on the back of your New College ID card as you will need to use it on all of your assessments, for all exams and when making queries about your exams. This should not be confused with your student ID number (L Number) on your New College ID card.

IDENTIFICATION – NEW COLLEGE ID CARD

You **MUST** wear your New College ID card at all times when in College. We will ask you to unclip it and put it face up on the top right hand corner of your desk so the invigilator can check ID cards against the Attendance Register during exams. It should remain on your desk at all times throughout the exam and should not be defaced in any way.

Not having your ID card could prevent your exam paper being submitted to the examiner and/or disciplinary action; in fact, it is New College policy that students must wear their ID card visibly at all times. If you have lost or misplaced your card, you will need to email shop@nclt.ac.uk and request a new one, you will then be sent a link to purchase this from the College Online Shop. You will then receive a receipt which you should take to the IT Helpdesk where your new ID card will be printed.

WATER & FOOD

You are allowed to bring a **small** bottle of water in a clear (non coloured) container with a spill proof cap and it should have no writing, motifs, logos etc on it, and with all labelling removed, into the exam room; **no other food or drink is permitted**.

NOTICES

All exam related notices/information will be posted on the Sharepoint Student Hub and/or the College website.

The Exams Team also use email or Teams to contact students, so check your New College email often (ensure your mailbox is not full), as there may be important information for you.

ROOM VENUES, SEATING PLANS & SEAT NUMBERS

Closer to each exam date, venues and seat numbers will be displayed on your exam timetable on Cedar. You should check this on a daily basis, as any amendments show overnight. Make sure you know your venue, seat number and candidate number **before** you enter the exam room.

Students will be allowed into the exam room approximately 15 minutes before the scheduled exam start time so that all regulations can be read out and the exam can begin on time. The invigilator will announce when students can enter the exam room. **As soon as you enter the exam room you are under examination conditions so you must be in silence and not talk to any other candidates.** Please note that the end time of your exam can vary due to unexpected circumstances.

PERSONAL BELONGINGS

Coats, scarves, gloves and hats are not permitted in the exam room. Leave them together with any bags, books, notes, valuables, stationery, etc. in a place of safety. You are advised **not** to bring personal items to the exam room. We will provide somewhere for you to store your bags, but **New College Pontefract can accept no responsibility for items that are damaged, lost or stolen.** During the exam period, students who wear religious head covering may be asked by a female member of staff, in a discreet and respectful manner, to confirm that no airpods/earbuds/earphones are being worn. This conversation will be conducted privately to ensure the dignity of students whilst upholding compliance with exam regulations.

There are wall clocks in all exam rooms to help you keep track of time.

We suggest you dress sensibly and wear something comfortable for your exams, as the temperature can change dramatically during an exam, layering your clothing is suggested. Outdoor coats are not permitted.

MOBILE PHONES, AIRPODS, EARPHONES/EARBUDS, IPODS, ANY WATCHES, SMART GLASSES OR ANY OTHER SMART DEVICE, MP3/4 PLAYERS OR SIMILAR DEVICES, CALCULATOR LIDS, DATA STORAGE DEVICES (INC. SOME CALCULATORS) OR ANY OTHER POTENTIAL TECHNOLOGICAL OR WEB ENABLED SOURCES OF INFORMATION ARE STRICTLY FORBIDDEN IN THE EXAM ROOM

JCQ Regulations state that students are **not** allowed to take into the exam room (even in pockets): books, notes, paper, dictionaries, glasses cases, calculator lids, mobile phones, earphones/earbuds/airpods; Smart Glasses or any other Smart Devices, wrist watches and any other products with text/digital/web enabled facilities.

Pencil cases should be clear, and must only contain stationery items required for the examination, they must not contain items such as lip balm, tissues, cough sweets, chewing gum, etc.

If you are in an examination room where there is no facility to store bags outside of the room, you must ensure your mobile phone is handed in to the invigilator, it must be **switched off**, it must **NOT** be on silent or vibrate.

Remember: possession of unauthorised material is breaking the rules and the Exam Boards consider it malpractice, even if you do not intend to use it, and you will be subject to penalties and possible disqualification. This rule is applicable for **all exams including mocks, practical exams, orals and controlled assessments.**

Exam Board rules are very strict concerning these items. If you are found to have any unauthorised item/materials with you, this must be reported by the Examinations Officer to the Exam Board. The normal practice by the Exam Board is to award zero marks for the exam and you may be disqualified from the unit, full subject or all your subjects.

Be On Time

The **starting times** (unless otherwise stated) of exams are:

Morning Exams	**9:00 am**
Afternoon Exams	**1:15 pm**

Please make sure that you are at your exam room **at least 15 minutes beforehand**.

Misreading your timetable will not be accepted as a satisfactory explanation of absence/lateness. Prepare for your journey well in advance, taking into account potential traffic problems or bad weather conditions.

If you are late, go immediately to your exam room. Please wait quietly outside your exam room until you are invited to enter by the invigilators, or knock gently on the door to announce your arrival. Staff there will advise you whether you can still sit the exam or if you must follow another course of action. You should also be aware that the college must inform the Exam Board of your lateness and they have the right to refuse to mark your exam paper**.**

Remember, if you fail to attend for an exam/assessment or fail to submit your non-examined assessment without an acceptable reason, disciplinary action will follow and you may be charged for the entry fee of the examination. The college has zero-tolerance policy towards non-attendance.

Stationery/Equipment

It is **YOUR** responsibility to bring any materials needed for each exam. For the majority of exams you will require:

- pencil case (must be transparent)
- 2 **black** ball-point pens (at least)
- HB pencils (for diagrams only)
- eraser
- pencil sharpener
- ruler
- calculator **with lids, cases and covers removed** (if permitted – and must meet the requirements allowed)

For certain exams, such as Mathematics and Science, you will also need:

- a compass
- a protractor

Calculators must **NOT** be able to offer any of these facilities:

a) language translators;
b) symbolic algebra manipulation;
c) symbolic differentiation or integration;
d) communication with other machines or the internet;

nor must they give access to pre-stored information that includes:

a) databanks;
b) dictionaries;
c) mathematical formulae;
d) text.

All calculator memories **must be cleared** before entering the exam room, and put into Exam Mode (where this is available). It is recommended that you do not borrow a calculator, as you may be unfamiliar with it and this may take up valuable time during your exam.

Your script must be written in BLACK ink only (no highlighting in your answers)**.** Do not use gel/erasable pens or correcting fluid. Pencil is only allowed for diagrams/graphs. All written answers must be in **BLACK** ink.

Remember: If candidates have any unauthorised material in an exam (whether or not they intend to use it), this may be considered as malpractice. Check with your Subject Teacher before your exam if you are in any doubt as to the equipment you will require for each exam.

Academic Misconduct/Malpractice

'Candidate malpractice' means malpractice by a candidate in connection with any examination or assessment, including the preparation and authentication of any controlled assessments, coursework or non-examination assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the completion of any examination. Examples of candidate malpractice are set out below. The list is not exhaustive, other instances of malpractice may be considered by the awarding bodies at their discretion.

Awarding bodies impose sanctions on individuals responsible for malpractice in order to:
• minimise the risk to the integrity of examinations and assessments, both in the present and in the future;
• maintain the confidence of the public in the delivery and awarding of qualifications;
• ensure as a minimum that there is nothing to gain from breaching the regulations;
• deter others from doing likewise.

Sanctions

Candidates may be subject to one or more sanctions. Awarding bodies may, at their discretion, impose the following sanctions against candidates:

1. Warning
The candidate is issued with a warning that if they commit malpractice within a set period of time, further specified sanctions will be applied.

2. Loss of all marks for a section
The candidate loses all the marks gained for a discrete section of the work.

3. Loss of all marks for a component
The candidate loses all the marks gained for a component.

4. Loss of all marks for a unit
The candidate loses all the marks gained for a unit.

5. Disqualification from a unit
The candidate is disqualified from the unit

6. Disqualification from all units in one or more qualifications taken in that series or academic year
If circumstances justify, sanction 5 may be applied to other units taken during the same examination or assessment series.

7. Disqualification from a whole qualification
The candidate is disqualified from the whole qualification taken in that series or academic year.

8. Disqualification from all qualifications taken in that series or academic year
If circumstances justify, sanction 7 may be applied to other qualifications.

9. Candidate debarral
The candidate is barred from entering for one or more examinations for a set period of time. This sanction is applied in conjunction with any of the other sanctions above, if the circumstances warrant it.

Examples of Candidate Malpractice are:

• the alteration or falsification of any results document, including certificates, or using or allowing the use of any such altered or falsified document;
• a breach of the instructions or advice of an invigilator, supervisor, or the awarding organisation in relation to the examination or assessment rules and regulations;
• the unauthorised use of alternative electronic devices or technology during remote assessment and remote invigilation;
• accessing the internet, online materials or AI tools during remote assessment and remote invigilation, where this is not permitted;
• failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments;
• collusion: working collaboratively with others, beyond what is permitted;
• copying from another candidate (including the use of technology to aid the copying);
• allowing work to be copied, e.g. posting work on social networking sites prior to an examination/assessment;
• the deliberate destruction of another candidate's work;
• disruptive behaviour in the examination room or during an assessment session (including the use of offensive language);
• failing to report to the centre or awarding organisation the candidate having unauthorised access to assessment related information or sharing unauthorised assessment related information online;
• exchanging, obtaining, receiving and/or passing on information (or the attempt to) which could be assessment related by means of talking, electronic, written or non-verbal communication;
• making a false declaration of authenticity in relation to the authorship of controlled assessment, coursework, non-examination assessment or the contents of a portfolio;
• allowing others to assist in the production of controlled assessments, coursework, non-examination assessments, examination responses or assisting others in the production of controlled assessments, coursework, non-examination assessments or examination responses;
• the misuse, or the attempted misuse, of examination and assessment materials and resources (e.g. exemplar materials);

• being in possession of unauthorised confidential information about an examination or assessment;
• bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in open book examinations);
• the inclusion of inappropriate, offensive, obscene, homophobic transphobic, racist or sexist material in scripts, controlled assessments, coursework, non-examination assessments or portfolios;
• personation: pretending to be someone else for fraudulent purposes, arranging for another person to take one's place in an examination or an assessment;
• plagiarism: unacknowledged copying from, or reproduction of, third party sources or incomplete referencing (including the internet and artificial intelligence (AI) tools);
• theft of another candidate's work;
• being in possession (whether used or not) of unauthorised material during an examination or assessment, such as: notes, study guides and personal organisers, own blank paper, calculators (when prohibited), dictionaries (when prohibited), watches, instruments which can capture a digital image, electronic dictionaries (when prohibited), translators, wordlists, glossaries, iPods, mobile phones, AirPods, smart glasses, smart devices, MP3/4 players, pagers, or other similar electronic devices;
• the unauthorised use of a memory stick or similar device where a candidate uses a word processor;
• facilitating malpractice on the part of other candidates;
• behaving in a manner that undermines the integrity of the examination.

The invigilators will ensure compliance with all examination regulations and have a duty to report any irregularities.

These categories of misconduct are not exhaustive and may include such acts that New Collaborative Learning Trust or Exam Board(s) also regard as a breach of these rules and regulations. Any breach of rules or misconduct **will not be tolerated**.

All cases of malpractice must be reported to the Exam Board. Do not let it happen to you. Follow all the rules and regulations and refer to the JCQ[CIC] (Joint Council for Qualifications) notices that are available on the Sharepoint Student Hub and the College website. Do not risk your future!

Access Arrangements

These are **pre-exam** adjustments made for individual students, based on evidence of need and the student's normal way of working. These may be required for students with certain disabilities or medical conditions. Examples of such conditions are mobility; visual or hearing difficulties; dyslexia; dyspraxia or learning difficulties. Provisions may also be made for students for whom English is a second or additional language.

Any arrangements made, e.g. extra time allowed to complete exams, are called 'Access Arrangements'. Access Arrangements are discussed with the Special Educational Needs and Disabilities Coordinator (SENDCo) and must be approved well in advance of any Exam Series. If you are entitled to Access Arrangements, these will be confirmed by the Study Support team. All approved access arrangements **must reflect your normal way of working and evidence of this must be gathered prior to any examinations**, in line with Joint Council for Qualifications (JCQ) regulations. If you were not granted Access Arrangements during your GCSEs at school, it is unlikely that you will be eligible; however, if your circumstances have changed i.e injury/recent medical diagnosis, please speak to a member of the Study Support Team as soon as possible. Please note that arrangements in place at a previous setting do not automatically carry forward.

If you feel that you may have a condition that could warrant Access Arrangements, but have not yet disclosed the condition, you should do so immediately after reading this information and speak to a member of staff in the Study Support Team. You may be required to provide evidence of need, such as medical documentation, alongside evidence of your normal way of working in college. However, medical evidence alone is not sufficient to direct the college to implement arrangements. In some cases, you may also be required to complete a formal exam access arrangement following a referral from teachers.

All access arrangement applications must meet strict awarding body criteria and be supported by appropriate evidence, including your normal way of working. Access Arrangements must not provide a candidate with an advantage and therefore may not be granted if the robust criteria are not met.

Emergency Access Arrangement

If something happens to you close to the exam period, e.g. injuring a hand, and you think you may require some assistance in your exams; you should **inform the Exams Office and Study Support immediately** so we can advise you whether any alternative facilities or support are necessary. It may be possible to provide an '*Emergency*' Access Arrangement owing to unexpected circumstances. For example, if you have broken your arm, we may be able to provide a laptop or scribe to write your answers.

Sickness or Unforeseen Circumstances

If possible, you should make every attempt to attend your exam. If it is not possible for you to attend:

1. Contact **Student Services** or your Progress Tutor before 8:30am on the day of your exam. Telephone lines are open from 8:00am. The college telephone number is **01977 702139**.

   Make sure the staff member understands that you are missing an exam and for what reason, or if you are going to be late, relay what your estimated time of arrival will be. If there is no answer, please leave a detailed message on the voice mail including your name, which exam, exam venue and your contact number.

2. Missing an exam is not an option. Real GCSEs/A-Levels and Vocational exams cannot be rearranged for ANY reason. You are encouraged to attend, even if disadvantaged. If you are absent, you will be reported absent to the exam board and your overall final grade will be based on the part of the course you have completed/exams attended.

   If you are deemed as medically 'unfit' to attend due to illness (i.e if you require emergency medical care or are at risk of hospitalisation) you must, of course, put your health first. You should obtain medical evidence detailing the reason for non-attendance and bring it to the **Exams Office** within **three (3) days** of the missed exam. With this evidence, we **may** be able to apply for **Special Consideration** with the Exam Board and an overall grade may be awarded, if the eligible criteria are met.

3. Students' exam performance can sometimes be affected by circumstances out of their control. If you have any temporary illness or suffer a personal misfortune (i.e. bereavement, accident, injury, sickness, trauma, etc.), which may affect your exam performance, arising shortly before or during exams, you may be eligible for **Special Consideration** from the Exam Board(s). The Examinations Officer must be informed **before** the assessment/exam takes place. The student will be required to complete a *Special Consideration Application Form* including supporting evidence then return it within **five (5) days** of the module(s) affected. Failure to do so will result in the application being rejected. All information is treated confidentially and released on a 'need-to-know basis'. Application forms for Special Consideration are available from the **Exams Office**.

   The Examinations Officer submits Special Consideration applications to the relevant Exam Board(s) who will consider the circumstances and at their discretion, award a small additional allowance (between 0% and 5%) to the total raw marks of the component(s) concerned. No disclosure of the adjustment granted is provided to the College by the Exam Board(s).

What To Expect In The Exam

Once inside the exam room you are under strict examination conditions as detailed below:

- Be aware of all exam regulations that are in this booklet, in JCQ[CIC] Notices and the ones posted on the walls outside each exam room. All exams are governed by the JCQ[CIC], who stipulate the conduct expected by the students and the college.
- No books, writing paper, stationery, notes, equipment or any other unauthorised material/resources may be taken into the exam room, unless previously notified for specific exams.
- You must obey any instructions given by invigilators; you must listen carefully to instructions and inform the invigilator if you cannot hear or do not understand what is being said.
- You must not communicate in any way with another candidate and must not disturb other candidates. Strict silence must be observed at all times in the exam room. You are not allowed to borrow equipment from another candidate.
- You must remain seated (in your allocated seat) and may not leave until instructed to do so. If you leave the exam room unescorted, you will not be allowed to re-enter and your exam paper could be disqualified.
- If you wish to attract the attention of an invigilator, you must do so by raising your hand without disturbing other candidates.
- You may not read/open your exam paper or start writing (even on the front page of the examination paper/answer book) until given permission to do so. You must stop work **immediately** when instructed to do so.
- You must check that you have the correct exam paper. Read all instructions carefully. It will tell you which questions you need to answer and the duration of your exam.
- Remember to write your answers clearly and legibly; examiners cannot mark what they cannot read.
- You must clearly identify your work by completing your personal details (including full legal name) on each question paper/answer book and on every other item of exam stationery used.
- All your work must be written in the question paper/answer book or on other exam stationery provided. Rough work and all calculations must be written in the question paper/answer book and should be neatly crossed through with a single line if it does not form part of the answer to the question being attempted; in other words there is no separate 'rough work paper'. Answers should be numbered clearly to indicate the question to which they refer.

- Do not write on the exam desks. It is regarded as vandalism and you will be asked to pay for any damage – do not forget we have seating plans with your name and seat number!
- If you receive Access Arrangements, check that you have been given the arrangements you are expecting. If you have any query regarding your arrangements please speak to an invigilator immediately.
- You must take your New College ID card to each exam and display it on your desk at all times to identify yourself.
- Please be aware that the JCQ[CIC] Inspections are never announced and inspectors can walk in at any time. The college must abide by all the JCQ[CIC] regulations.
- Only urgent toilet requests can be accommodated, so plan accordingly. An invigilator will escort you, and you may be asked to empty your pockets before entering the bathroom. No extra time will be given unless you have been granted supervised rest breaks as a pre-exam access arrangement for medical reasons. **No toilet visits are allowed during the first 30 minutes or the last 30 minutes of any exam period without prior special permission.**
- New Collaborative Learning Trust employs external invigilators as well as staff members to help administer exams. Please note that invigilators cannot discuss the exam paper with you or explain the questions. They will be present throughout your exam and may inspect anything you have on your desk.
- Exam malpractice includes any kind of irregular conduct in an exam. Examples of malpractice include possession or use of a mobile phone in the exam room, introducing unauthorised material/resources into an exam, disruptive behaviour, impersonation and collusion with other candidates.
- In the event of an unforeseen emergency (e.g. fire alarm), you will be instructed by the invigilators on what to do. Remain calm and do not panic. If it is necessary to evacuate the exam room, candidates must leave everything, including their exam paper, on the desk and you **must not talk to any other student or member of staff** (except staff from the exams team) during the evacuation.
- You must remain in the exam room until the end of the exam (i.e. if you finish early you cannot leave the exam room). This is a New Collaborative Learning Trust Policy.
- At the end of the exam, you will be instructed to stop writing and should do so immediately – do not even complete the word/sentence you are currently writing – remain silent and in your place while the exam papers and equipment are collected. No exam stationery is to be removed from the exam room; this would be considered a case of malpractice.
- You will be dismissed from the exam room, row by row, on instruction by the invigilator. Please leave the exam room quickly and quietly so you do not disturb other students who may still be writing. **Do not congregate outside the exam room.**
- If you need to take medication during an exam, you should inform the invigilator before the start of the exam. If you feel unwell during an exam, inform one of the invigilators, who will be able to assist you.

Academic Appeals

We recognise how important results are to you and have an appeals procedure that deals specifically with academic issues.

If at any stage during your course(s) you have any concerns about the procedures used in assessing your internally marked work (e.g. coursework/portfolio/projects/performance), you should speak with your Subject Teacher and/or Progress Tutor and discuss the matter fully with them in the first instance. Hopefully this will resolve the situation.

The process for applying for appeals against internal or external assessments is detailed in the Exams Policies Booklet (*Academic Appeals area*) and is available from the **Exams Office**.

Exam Results

Exam results for the following Exam Series will be available as follows:

GCSE November 2026	Wednesday 13 January 2027	
Cambridge Technical January 2027	Wednesday 10 March 2027	
Cambridge OCR AAQ January 2027	Thursday 18 March 2027	
BTEC January 2027	Thursday 18 March 2027	
Summer 2027*	Thursday 12 August 2027	GCE (A-Level) and Level 3 Vocational
	Thursday 19 August 2027	GCSE

* You will be informed before the end of term about the time your results will be ready to collect at College. Results cannot be given over the telephone or sent by e-mail. They are your results and cannot be collected by a third party without your written permission. Please email exams@nclt.ac.uk BEFORE the end of the Summer term, with your full name, College ID Number and the name of the person you are authorising to collect your results. They must also bring their own photo ID when collecting.

Access To Scripts & Review of Marking

For a short period following exam results, students have the option of obtaining a copy of their exam paper or a Review of Marking. This service, Enquiry About Results, is available for each Exam Series.

Listed below are the main services offered by the Exam Boards:

A. Access To Scripts (ATS)

There are two types of services available for a copy of an exam script/paper:

1. Priority Copy (to inform a Review of Marking decision)
2. Original/Non-Priority Copy

B. Review of Marking (ROM)

This service offers a **review** of the original marking for externally assessed units only (individual written exam papers) to ensure that the agreed mark scheme has been applied correctly and the marks awarded have been totalled correctly. It is **not** a remark of your paper. A priority review of marking ROM can be requested for students whose place in Further/Higher Education depends on the outcome. A photocopy of the reviewed script may also be requested for an additional fee.

A priority photocopy can be requested with a view to considering a non-priority review of marking for a fee. A review must be requested separately before the deadline, it cannot be processed automatically.

The deadline dates and costs for each Exam Board will be contained in the information provided with your exam results. Always check with your Subject Teacher or Head of Faculty before proceeding with any of the above options and for more information.

Candidate consent **MUST** be obtained for all requests for a Review of Marking and/or Access to Scripts, otherwise they cannot be processed.

Please be aware that this does NOT apply for any non-examined assessments (i.e coursework) as this cannot be reviewed on an individual basis.

Student Services

Keep your records up-to-date by contacting **Student Services** if any amendments to your personal details need to be made or if you have changed your postal address, email address or contact numbers. It is extremely important that we have all the correct contact information in the case of an emergency or if we need to contact you regarding any of your exams.

Remember your **full legal name** (as it appears on your birth certificate or passport) **must** be on record with us, as this is verified with the Exam Boards who retain all your previous educational results. Relevant personal data (name, date of birth, gender, UCI and ULN Numbers) is transferred to the Exam Boards (Awarding Bodies) for the purpose of examining and awarding qualifications. Your official results certificates issued will then show your full legal name which will ensure validity when using your results as evidence of your achievements.

Please let us know if you have changed your name since you sat your exams in High School or if you plan on changing it while at college. If you realise anything is incorrect, date of birth etc. this affects so much more than you would imagine, **please inform student services and the Exams Office as soon as possible.**

Certificates

Certificates are available each year, in January, for any results achieved in the previous academic year. However, the majority of students will be following a two year programme and therefore you must remember to return to collect your certificates in the January after you have left i.e. students leaving in Summer 2027 can collect certificates from January 2028.

Students who continue in college will be able to collect their certificates from Reception. Former students may collect their certificates from Reception (photo ID required).

It is important that you keep your certificates in a safe place, as you should be aware that if you lose them or require duplicates, each Exam Board charges a fee. Not all Exam Boards issue replacement certificates and may only provide a letter confirming your marks/grades or certifying statement of results. New College does not keep copies of your certificates.

Proxy In-Person Collection

You are required to sign to confirm that you have received your certificates and that they are correct. If you are unable to collect them, you will need to give authority for someone else to collect and check them on your behalf. This may be a letter addressed to the Exams Office or an email to exams@nclt.ac.uk. The letter/email should state your full name, date of birth, your Learner Number that starts with L, contact number and the name of the person who will collect them. The person collecting them must show some form of their own self-identification (photo ID).

Certificates Posted
College can send your certificates via recorded delivery as a last resort. To do so, you will need to pay for this via the College Online Shop. The cost is £7.50 UK, £10.00 Europe and £15.00 rest of world – all non-refundable.

Uncollected / Replacement Certificates
We strongly advise all students to collect their certificates, as we are only required to keep certificates for twelve months from issue. Certificates would then have to be replaced/re-issued by a student's direct application to the applicable Exam Boards at a substantial fee (approximately £45.00 each). This can also be a very time consuming process.

JCQ Information for Candidates

The Joint Council for Qualifications issues Information for Candidates each academic year, and it is your responsibility to ensure that you read, understand and follow all of the regulations contained in the following seven documents.

Information for Candidates - Written exams – from September 2026
Information for Candidates – AI and Assessments – from September 2026
Information for Candidates – AI Poster – from September 2026
Information for Candidates – Coursework Assessments – from September 2026
Information for Candidates - Non-examination Assessments – from September 2026
Information for Candidates – On-Screen Examinations – from September 2026
Information for Candidates – Using Social Media – from September 2026

These are available on the Student Hub on Sharepoint and on the College Website

The following notices will be displayed outside of every exam room, and you must abide by them at all times.



