

Kimbolton School
Cambridgeshire

Questions and answers relating to examinations at Kimbolton School

How will I know which summer exams I have been entered for?

You will be issued your Statement of Entry in January. Please check all your details are correct – spelling of your names, date of birth, expected subjects including the level or tier. Please notify the Examinations Officer straight away if you think there are any errors.



How will I know when and where my exams are?

The full exam timetables are on the school website. [Kimbolton School - Public Examinations](#). **Your personal timetable will be available from the student portal, on your DMS on Engage.**

This will have the dates, times and venues of all your exams.

The exams will be held in the Lewis Hall, William Brown Lecture Theatre or the Sports Hall. It is very important you **follow your own timetable** as some pupils will have their exams moved to different times due to clashes.

How will the school contact me?

The primary form of communication will be email. It is particularly important that you check your emails on a regular basis when you are on study leave, as this will be the quickest way to pass information on to you. If you think this might be an issue, please let the exam office know in advance to have an alternative contingency plan.



What is a contingency day and how does it affect my exams?

In the event of any unforeseen circumstances the exam boards may need to reschedule one or more of your exams to another date - the contingency date. Pupils are expected to make themselves available up to and including the last contingency date. The last contingency day is 23 June 2027. If pupils are not available for the rescheduled examination, they will not be eligible for enhanced grading arrangements.

I have two exams at the same time, what do I do?

Usually, the clash will be resolved by timetabling your exams back-to-back in one session. If this cannot be done, you will sit your first exam and then you will be placed under centre supervision until it is time to sit the next exam.

Centre Supervision

Isolated Candidate Area

-  Quiet Zone
-  Under Active Supervision
-  Invigilators Only Beyond This Point

What is Centre Supervision?

You are placed under centre supervision if you are sitting an exam at a different time to the official timetable. To maintain the integrity of the exam, you therefore cannot speak to anyone who may have already taken the exam

or who might be taking the exam at the correct time. After you have completed your first exam you will be escorted by an invigilator to a separate room in order to keep you away from the students who have already taken the next exam you will sit. You will be supervised by invigilators for the whole time you are under centre supervision. While being supervised you are allowed to use your revision notes to revise for the next exam. You will be escorted to and from lunch and you may communicate with other pupils in your group however you cannot communicate with anyone outside of the group.

Can I have my mobile phone under centre supervision?

No. All mobile phones, watches, iPads, headphones, laptops and any internet enable technology must be left in your bag, before your first exam of the day.



shutterstock - 150957437

What time do the public examinations start?



Morning sessions start at 9:00am (8:45am for mocks)

Afternoon sessions start at 1:30pm (13:45 for mocks)

Please arrive at the exam venue at least 15 minutes before the start time of every examination to enable you to get yourself ready, look up your seat number on the seating plan outside and empty your pockets of any unauthorised material.

How do I find out where I am sitting?

The seating plans are displayed outside each venue. Please arrive with plenty of time to check the list for your seat number before you are called into the examination room. It is important you know exactly where you are sitting so that you can go directly to your desk.

What do I need to bring with me?

A **clear pencil case** with **2 black pens**, pencils, eraser, ruler, protractor, compass, calculator (if allowed). Water in a clear bottle with the label removed. Reusable flasks are not allowed. The school shop sells exam stationary. Please ensure you have everything you need.



What are we not allowed to bring into the examination room?



All watches, mobile phones, headphones, step counters, revision notes, erasable pens, smart glasses, correcting fluid, pencil cases which are not clear, wrist bands, certain calculators (check with your subject teachers), energy drinks, drink containers with writing on them or which are not clear.

There are serious consequences if you bring in any unauthorised material or equipment. It is not worth the risk!

The JCQ rules state: “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”

Please also note that any offensive, obscene or discriminatory content in the exam script is considered malpractice and could have serious consequences.

Exam material has appeared on social media before the exam. What shall I do?

Sharing confidential exam materials online or in group chats can have serious consequences. If someone does this, that one individual has compromised that exam for everyone in that group.

Even if it is an unwanted message, all those candidates have received material that could give them an unfair advantage so there are repercussions for the whole group. In the most serious cases of sharing confidential materials, a student can be disqualified from an entire qualification or all their exams.

To recap:

- Leave your phone at home or hand it in when you arrive at school. Whatever you do, do not take it into the exam room.
- Be aware of social media or chat groups. Even unwanted information can affect your results.
- If someone sends you a message containing material supposedly from an exam paper, report it immediately to a teacher, exams officer or exam board. Do not share it with anyone else.

What will I find in the examination room?

- ✓ There is a screen at the front of the room which will display the time, date and details of all exams taking place during that session.
- ✓ The desks are set up in rows and are numbered to help you find your correct desk.
- ✓ On your desk you will find an ID card which has your name, your photograph, candidate number and centre number printed on it.
- ✓ You will also have an exam question paper and answer booklet. Do not open any of the papers or start filling in any details until you are instructed to do so by an invigilator.
- ✓ Please check the exam paper is for the correct subject, day, date and time.
- ✓ If you have an access arrangement you may be seated in a separate section of the examination room. There will be a card on your desk with details about your access arrangement. Check you have the correct Access Arrangement



Remember you are under exam conditions from the moment you step into the room and you should not attempt to communicate with or disturb any pupils

I think I have an access arrangement; how will I know?

If you are eligible for an access arrangement, Academic Support will have communicated this with you.

They will explain what your access arrangement is and how it will be applied in your exams. If you believe that you are entitled to an access arrangement for your exams and you've not been notified of this, please contact either Mrs Codner in the first instance, or Mrs Turnbull.



Where do I leave my bag?

Please leave your bag, watches, headphones and mobile phones outside the examination venue. If you are going into centre supervision after your exam, you will not be allowed access to your bag until the end of your last exam. Please take out what you need for your time under supervision and hand it to an invigilator before the start of the exam.



What do I do with my mobile phone during my exam?

Please leave your mobile phone and watch in your bag. If you have a mobile phone in the exam room, even if it is switched off, we must report it to the exam board, and you will be disqualified.

If you do not want to leave your mobile phone outside the examination room, please hand it to an invigilator who will send it to the school office for safe keeping.

This can be collected from the school office after your exam. If you accidentally take your phone into the room, hand it to an invigilator before the start of the exam. They will send it to the school office where you can collect it after your exam.

Can I have my watch during my exam?

No. Leave your watch in your bag. There is a screen at the front of the room which clearly displays the time for everyone.

If you accidentally take your watch into the exam room, please hand it to an invigilator before the start of the exam they will send it to the school office where it can be collected after your exam.



What happens if there is an emergency during my exam?



If there is an emergency or the fire alarm sounds during your exam; please remain seated and wait for instructions from the invigilators.

If you are asked to evacuate the exam room, you will remain under exam conditions and will be disqualified if you talk to anyone. You will be evacuated to a different area to the rest of the school. You will leave in single file keeping 2m apart from each other. You will be asked to line up outside in the same rows in which you were seated. The register will be taken. You are expected to stand in silence at all times. You will be informed when it is safe to return to the exam room. The exam time will be paused when you leave the room and be restarted when you return to the room. The exam board will be informed of the incident and the time you spent outside the room will be added on to the end of your exam.

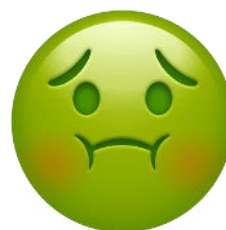
I am not well enough to take my exam – what should I do?



Please call the exams office (01480 862210) or school reception (01480 862205) as soon as possible on the morning of your exam if you will not be able to attend your exam. We may be able to apply for Special Consideration, but we will need written evidence of your illness from a doctor.

I am feeling ill during my exam – what should I do?

Raise your hand and an invigilator will come to your aid. If necessary, they will summon a first aider.



I have overslept and I am late for my exam.....

Do not panic! Ring the exams office (01480 862210) or school reception (01480 862205) and let them know what time you expect to arrive.

Go directly to the exam venue as soon as you arrive at school. If you are very late (more than 60 minutes after the start of the exam) you will be able to sit the exam however we will have to inform the exam board and your work may not be accepted.

If I need some extra paper during my exam – what should I do?

Exam boards have included additional paper in your exam script. If you have used all the extra space and still need more paper, raise your hand high in the air and an invigilator will come to your aid.



When will I receive my results?

A-Level Results Day	GCSE Results Day
12th August 2027 On student portal from 8:00am	19th August 2027 On student portal from 8:00am



You will be able to access your results via the **student portal** on Engage from 8am. Make sure you can access the portal *before* results days by updating your password. To reset your password go to <https://selfservice.kimboltonschool.com>

You can collect your results from school from 10am on results day. Any results not collected will be posted.

Details regarding results days are regularly updated on the school website - [Kimbolton School - Public Examinations](#). There is always a senior member of staff available on results day to help you with any questions you may have regarding your results.

What should I do if my results are far below the results I expected?

Contact your subject Head of Department to discuss your results. You can apply to the examination board to have your results reviewed or request to see a copy of your script. The exam boards charge a fee for these services. The exam papers are not re-marked at any stage. There is information on the review of



results procedures in your results pack and on the school website, Public examinations page - [Kimbolton School - Public Examinations](#)

How do I get my certificates?

Certificates will arrive at the school in early November and will either be posted to those no longer at the school or handed out at school for those still at the school.

If you require your certificates earlier than November, you will need to contact the individual exam boards directly to request your certificates early.

