



St George's School
Aim Higher

Candidate Handbook 2025/26

Please ensure you carefully read the following guidance booklet. It contains crucial information vital for your successful participation in the exams you will sit at St George's School.

We sincerely wish you the very best of luck in all of your exams!



Table of Contents

- 1. Introduction**
- 2. Candidate Card**
 - a. Candidate Exam Number**
 - b. Centre Number**
- 3. Statement of Entry**
- 4. Timetable – Individual**
 - a. Contingency Sessions – Summer 2026**
 - b. Timetable Clashes**
- 5. Dress Code**
- 6. Equipment**
 - a. Prohibited Equipment**
 - b. Water Bottles**
- 7. Exam Procedures**
 - a. Exam Start/Finish Times**
 - b. Exam Venues**
 - c. Supervision**
 - d. Unauthorised Absences**
 - e. Unwell on Exam Day**
 - f. Emergency in the Exam Room**
- 8. Malpractice**
- 9. Examination Access Arrangements**
- 10. NEA**
 - a. Research and Using References**
- 11. Results**
 - a. Post Results Services**
 - b. Resits**
- 12. Exam Boards/Awarding Bodies**
- 13. Certificates**
- 14. Legal Information**
 - a. Copyright**
 - b. Personal Data**



1. Introduction

St George's School aims to make the exam experience as stress-free and successful as possible for all candidates. This booklet aims to provide you with all the information you may need, so that you are well prepared for your exams.

Please read this booklet carefully to make sure you are aware of and understand the regulations and procedures. Keep this document in a safe place so that you can refer to it when needed.

The examination boards/awarding bodies set down strict rules and regulations which must be followed by the school and all candidates. These rules are designed to ensure all exams are fair. Please pay particular attention to the JCQ notices at the end of this guide. The school aims to ensure that all candidates are fully informed about the exam and assessment process, as well as the necessary instructions and information from the JCQ and awarding bodies.

We hope this booklet covers everything you need to know, but if you have any questions or if there is something you do not understand then please come and speak with a staff member at the Exams Office.

Examinations Officer: Mrs C Monson

Academic Administrator: Mrs K Benomran

Email: examsoffice@stgeorges.herts.sch.uk

Tel: 01582 716 242

Exams Office Location: Watts playground, before the Sports Centre



2. **Candidate Card/Photo ID**

All students in Years 10 and 11 will receive a candidate card prior to their examinations. In most cases, this will be included with their timetable letters. This is your photo identification document for exams and **must** be brought to each examination – both mocks and external examinations.

Your candidate card must be displayed on your desk at all times during exams.

It will contain a:

- Photo of the student
- Student name
- Student year
- Registration Group
- Candidate Exam Number
- Centre Number
- Candidates must not deface or damage the candidate card.

If you lose your candidate card, please contact the Exams Office for a replacement. There may be a cost associated with getting a replacement card. If you cannot find your candidate card on the day of your exam, and there is no time for the Exams Office to source a replacement, centre staff can identify you using a centre-produced examination photo. Alternatively, you can bring in other legitimate photo identification such as a passport or driving licence.

Students in Years 12 and 13 must bring their school lanyards to each exam for photo identification. As above, if you forget your lanyard you can bring in an alternative form of photo ID such as a passport or immediately make yourself known to invigilators as you enter the exam room.

Candidate Exam Number

- Your 4-digit candidate exam number identifies you to the exam board. It is unique to you within the school.
- Ensure you write it correctly on ALL answer booklets/scripts/controlled assessments.

Centre Number

- This is a five-digit number that must also be entered onto examination papers.
- You can find the St George's School centre number on your candidate card.
- It is also displayed in all exam rooms.



3. Statement of Entry

- Prior to the external exam season, candidates will receive a statement of entry.
- The statement of entry will confirm which external examinations/qualifications the candidate has been entered for.
- It is **your responsibility** to check that your personal details and external examination/qualification entries are correct.
- Candidates will not receive a statement of entry for internal/mock exams as they are only required for external exams/qualifications.
- The name listed on your statement of entry will be the one used on your qualification certificates. It is essential that this is your **correct legal name**.
- If you spot any problem with the name on your statement of entry, please inform the Exams Office **immediately**.

4. Timetable – Individual

- Candidates will receive their examination timetables in the weeks leading up to exams.
- This is your personalised timetable and is the **most up-to-date** exam timetable.
- This is the primary timetable that should be referred to rather than the timetables on the school website. The timetables on the website are kept as up-to-date as possible, however they are not always updated regularly and will not include details such as timetable variations for clashes.
- Your timetable will include the room you are in for each examination and your access arrangements, if you should have any.
- If you have any queries about your timetable, please let the Exams Office know as soon as possible.
- **Do not bring the timetable into your exam.** Your timetable should be left with the rest of your belongings outside of your exam venue.

Contingency Sessions – Summer 2026

- There is one planned contingency session for Summer 2026. This is put in place by the examination boards/awarding bodies in case an examination needs to be moved due to **significant** national or local disruption. This year's contingency date is: **Wednesday 24th June 2026**.
- All GCSE and A Level candidates **must** be available to sit an examination on this date. Students and families are therefore strongly advised to plan any holidays or appointments to commence after this date.

Timetable Clashes

- This can occur when a candidate has two or more exams scheduled for the same session.



- The rules on clash arrangements are decided by the awarding bodies and JCQ regulations, and the school is obligated to follow them as stated. Candidates cannot request alternative clash arrangements for any reason.
- Any student with a timetable clash will be informed by Exams Office staff of the arrangements made, although this may not always apply to internal/mock examinations. Both papers will usually be taken in the same session with a short, supervised break in between, however this is dependent on the length of the exams. Candidates must be kept under formal supervisory conditions throughout the supervised break.
- Where both exams cannot be carried out in the same session, as per JCQ requirements, the candidate will sit one exam in the morning session and one exam in the afternoon session and must remain under centre supervision in between these exams. This may also apply if it is an internal/mock exam.
- If a clash must be rescheduled to the following morning, where it is impossible to reconcile the timetable clash on the same day, overnight supervision – which can be conducted at home – will be required. The Exams Office will discuss the details with you and ensure you and your parents are fully informed of the regulations you must follow, should this apply in your case.
- The candidate will not be allowed access to their electronic devices, or communicate with other candidates unless they are also in the supervised session due to having a clash. Candidates may, however, have access to their text books and revision notes.
- Candidates are strongly advised to bring their own lunch/snacks/drinks as they will not be allowed to get food from the dining room.
- All personal belongings must be taken to the Exams Office by a specified time on the morning of the clash, which candidates will be informed of in their clash arrangements letter. Any belongings will be taken to the supervision room for the student to access, following their examination. Any unauthorised items will need to be removed from the bag and left in the Exams Office. It would be preferable if these were not brought into school on this day. All confiscated equipment can be collected from the Exams Office at the end of the final exam on that day.

5. Dress Code During Exams

- Candidates must follow the school uniform guidelines when attending **all** exams, both internal/mocks and external.
- Coats and bags must be left in lockers or on the racks outside. Only authorised equipment can be brought into an examination room – see further details below.

6. Equipment

Candidates must come to every exam with all the required equipment for that specific exam. This is their personal responsibility and the school cannot be held



liable for a student's inability to undertake or complete an exam due to a student's failure to bring the correct equipment.

- All equipment must be brought in a **fully transparent pencil case**.
- Suggested and approved items for an exam include – black pens, pencils, rubbers, rulers, highlighters, etc.
- Highlighters may only be used to highlight extracts or part of the question. You **cannot** use a highlighter in your answer, as per awarding body regulations.
- Candidates **cannot** use correcting pen/fluid/tape or erasable inks or gel pens. Errors should be neatly crossed out.
- Maths equipment includes protractors and compasses (in addition to a calculator).
- Calculators are permitted for certain exams such as Maths, Science and Geography, etc. Sometimes calculators are forbidden from exams (e.g. the GCSE Maths non-calculator paper).
- Where calculators are permitted, they must be brought in without the case/lid, with a clean memory and operating instructions must be removed.
- For A Level Mathematics or Further Mathematics exams requiring the use of graphical calculators, these must be put into **examination mode** prior to entering the exam room with sufficient time to last the duration of the exam including extra time where applicable.
 - Students will receive information from their maths teachers on how to do this and should practise prior to taking an exam.
 - Invigilators are **not** responsible for putting a student's calculator into exam mode. This is entirely the student's responsibility.
 - Invigilators will check every student's calculator to ensure it is in exam mode, with sufficient elapsed time, prior to starting the exam.
 - A graphical calculator may be **confiscated** if the student cannot put it into exam mode themselves or if there is not sufficient time in exam mode left on the calculator to cover the full duration of the exam.
 - An alternative graphical calculator will not be provided under any circumstances. It is the student's responsibility to bring in a graphical calculator that has a full battery, works properly and is in examination mode with sufficient time.
- Exam papers **must** be completed in **black pen**. Pencils should only be used for drawing unless the instructions on the question paper say otherwise.
- All students must check their pockets prior to entering the exam room to ensure they are not bringing anything in which is not permitted. Prohibited items will be **confiscated** and could result in a malpractice allegation, with extremely serious consequences, particularly in external examinations. You can find further information on this below.



Prohibited Equipment

This is not an exhaustive list. Please refer to JCQ guidance on the school website for further information.

- Correcting pens, fluid or tape
- Chewing gum
- Ear buds, Air pods or other electronic earphones/ headphones of any kind
- Erasable pens
- Food – unless for established medical reasons known to the school and previously agreed
- Gel pens
- Scissors
- Glue sticks
- Glasses cases
- Calculator cases, lids or instructions
- **Mobile phones**
- MP3 players
- Revision notes/flash cards
- Smart glasses or smart devices of any kind
- Packets of tissues
 - Tissues may be brought in provided they have been removed from their original packet and put into a fully transparent, sealable plastic bag. Invigilators may check the contents of the bag in order to ensure that notes have not been concealed.
 - Alternatively, a student can put their hand up at any time to ask an invigilator for tissues in the exam room as these will always be made available.
- **Watches of any kind, including analogue**

Possession of unauthorised material in an examination is grounds for a malpractice allegation **even if you do not intend to use it and have not been observed using it**. It is mandatory for the school to submit a malpractice allegation report to the awarding bodies if unauthorised material is spotted and/or confiscated and this could result in **disqualification** from a paper, qualification or even potentially all qualifications depending on the awarding body's decision.

Students will always be reminded multiple times to check their pockets prior to beginning an exam, but it will always be considered **entirely the student's responsibility** to ensure that they do not have prohibited items on their person.

Water Bottles

- Candidates can only bring water into the exam room for refreshment. Nothing else is permitted, with the sole exception of students with evidence of an established medical need previously communicated to the school.



- The water bottle must be a fully transparent bottle and free from **all** labels, writing or images.
- Water bottles with writing on them, such as measurements or brand names, are not permitted. No large lids are permitted either. Water bottles that do not meet these requirements may be confiscated and an alternative will **not** be provided by the school.
- Sports cap water bottles are recommended to avoid spillages.
- Disposable bottles can be used but must have the label removed.



7. Exam Procedures

Before an exam

- The [JCQ Information for Candidates](#) documents, as well as further information regarding non-examination assessment, coursework and malpractice, can be found publicly available online and on the [exams section of the school website](#). **Ensure you read these documents** as they contain vitally important information about your rights and responsibilities when it comes to your qualifications.

Start of an exam

- The JCQ-mandated [Warning to Candidates](#) and [Unauthorised Items](#) posters will be on display outside each exam room to remind students of the rules and regulations.
- Candidates must line up outside the exam room **no later than 15 minutes prior to the start of the exam** and wait to be called in by centre staff. For larger venues, students will be called in row by row.
- Lining up points are as follows:
 - o Assembly Hall – Watts playground
 - o Old Library – Aim Higher car park
 - o Goddard classrooms – outside by the technology block next to the drop-off bay, **not** main Goddard Reception
 - o Other venues – outside the designated room, unless instructed otherwise. This includes Goddard 9.
- Candidates will be under **formal exam conditions** from the minute they enter the exam venue and **must** enter the exam room in **silence**.



- There should not be any communication (including non-verbal) with any other candidate once you are in the exam room or this could be grounds for a malpractice allegation.
- Candidates should find their seats as detailed on their exam timetables and sit down, preparing their equipment including their candidate card. If you are unsure where you are meant to be sitting, please ask an invigilator immediately as you enter the exam room. Do **not** come to the Exams Office as staff will be unable to assist you right before an exam.
- Do not open your paper or write anything until instructed to do so by the invigilator. Opening your paper prior to the official start of the exam will result in a malpractice allegation.
- If you need assistance, raise your hand and wait for an invigilator to come to you.
- Candidates should follow the instructions of the Exams Office staff and invigilation team at all times.
- The start and end time of your exam will be written on the board. Candidates will be told when the exam can officially commence.

During an exam

- If you feel unwell or need the toilet, you should raise your hand and wait for an invigilator to come to you.
- Please be aware no candidate will be authorised to use the toilet in the first or last 10 minutes of an exam, unless there is a medical need.
- Invigilators cannot help or assist candidates in any way with the questions on the exam paper. If a student thinks they have spotted an error in a question paper they should raise their hand to notify an invigilator **immediately** so advice can be sought from the awarding body.
- If you have made an error in an answer, you should neatly and clearly cross it out. All question papers and scripts will be submitted to the awarding bodies following the exam including anything crossed out.
- You may **not** doodle in the question paper or script or include any profane language or drawings. Awarding bodies may refuse to mark your paper if you do so.
- Candidates cannot leave the exam room earlier than the stated finish time unless they are the only candidate in the room or exceptional circumstances apply. If you have finished your paper earlier, take the time to check over your answers carefully.

At the end of an exam

- Candidates will be told when the exam is over and when to stop writing by an invigilator. You must then stop writing **immediately** or this will be grounds for a malpractice allegation as per JCQ regulations.
- All candidates must remain silent, under formal exam conditions, whilst invigilators collect the exam scripts and question papers.



- Candidates should not remove **any** exam materials from the exam room and must ensure that all question papers, exam scripts and continuation booklets are submitted. They should follow the invigilator's instructions carefully.
- Candidates can only leave their desk when directed by the invigilator.
- When you do stand, try to be as quiet as possible and do not scrape your chair on the floor as this may disturb other candidates who are still working (i.e. candidates with the access arrangement of extra time).
- All candidates must leave the exam room in silence and remain in silence until you are outside and well away from the building. Please consider students who may still be completing their exams elsewhere on site.
- Once you leave the exam room you will **not** be permitted to re-enter the room **for any reason**, including if you have forgotten any of your personal belongings.

Exam Start/Finish Times

- All external and internal/mock exams are scheduled to start at 09:00 or 13:30. Occasionally there may be an additional mid-morning exam during internal/mock exams which would usually be scheduled to start at 11.15.
- Candidates should always check their individual timetable for exam timings as these will be the most accurate.
- Candidates must always be ready at the designated lining-up area for their exam room **15 minutes before the scheduled start time of their exam**.
- If you know you will be late for an exam due to circumstances beyond your control, you must contact **the school absence reporting line on 01582 716225**.
- Students who are very late for an external or internal/mock exam **may not be allowed to sit the examination**, as per JCQ regulations.

Exam Venues

- The school holds exams in a variety of locations around the school site.
- Candidates must refer to their individual timetable which will state where their exam will take place.
- Candidates must understand that not all of their exams will take place in the same location, nor will their seat always be the same. This is due to a very wide range of factors and considerations.
- Exam venues are set out by instruction of the JCQ and candidates are not permitted to move their desk or chair.
- Candidates must sit in their designated desk as instructed by their invigilator.
- On occasion, an exam venue or room may need to be changed at very short notice due to unprecedented circumstances. The school will always endeavour to avoid this, however, decisions around room changes at short notice will always be made in the best interests of the candidates.



- Students will be informed of any late-stage room or venue changes **via Edulink** and should ensure they check their emails regularly during exam seasons.
- The school will always aim to provide a calm and quiet exam environment, however throughout exam seasons it remains a working school with staff and children taking part in lessons and extracurricular activities/events. The school will therefore not be held liable for routine noise that takes place during examinations, e.g. students being dismissed nearby, passing conversations, lesson noise, cleaning activity, road noise, school bells, breaktimes etc. and special consideration will not be applied for with regard to external examinations. Foam ear plugs will always be available in an exam room for students to request from an invigilator if they find the level of noise distracting.

Supervision

- Exams are supervised by a team of highly trained invigilators who always have the students' best interests at heart. The invigilation team should be treated with the same respect as any other member of school staff.
- Anyone supervising an exam must follow strict rules and regulations when conducting exams as directed by JCQ and Exam Boards and must report any suspected malpractice or misconduct.

Unauthorised Absence

- If a candidate is absent from an exam without any viable reason you will be marked as absent and receive zero marks for that paper.

Unwell on Exam Day

- The school policy with regards to illness also applies to exams. If you are unwell and unable to attend an exam, a parent/carers should contact the school absence line **and** email the Exams Office using the details above. The candidate will be marked as absent but a request for special consideration will then be sent to the exam board.
- If a candidate is unwell but manages to attend the exam, special consideration can be requested. **It is at the discretion of the school to allow someone who is reportedly unwell into an exam** and if the candidate is clearly too poorly to sit the exam, they may be refused entry.
- If a student is found to have misled the school regarding their reported illness, this constitutes malpractice and will be reported to the awarding bodies.
- If the Exams Office has been informed that a student has been vomiting or has had bouts of diarrhoea prior to an exam **they will be instructed to remain at home** and refused entry. This is to protect fellow candidates and staff from potentially transmissible illnesses/viruses.



- The school **cannot** provide a different exam venue for the candidate to take the exam in isolation if they are unwell.
- If a candidate feels unwell during an exam, they should alert the invigilator immediately.

Emergency in the Exam Room

- In the event of an emergency such as the fire alarm sounding during an exam:
 - You will stop writing immediately and close your question and answer booklets.
 - If instructed to do so, you will leave by the nearest exit and make your way to the area shown on the evacuation notice in the venue where you are sitting your exam. You will remain in a group with your invigilator, who will give you further instructions.
 - Throughout the evacuation, you must not attempt to communicate with other students in any way, or you could be disqualified.
 - You must remain silent at all times unless you require assistance from an invigilator.
 - When the alarm is over, you will return to your venue if safe to do so and the exam will continue, with any time lost added onto the end of the exam.
 - Where appropriate, a group special consideration request will be made for external examinations.

8. Malpractice

Malpractice, in its simplest terms, is a failure to follow the rules of an examination or assessment (including during production of NEA/coursework). Any breach of rules may constitute malpractice, which St George's School **must** report directly to the examination board/awarding body as per JCQ regulations. The candidate and other relevant parties including invigilators will always be asked to give a statement to submit with the malpractice report to the examination board/awarding body.

Where candidates commit suspected malpractice, the awarding body may decide to penalise them which could include disqualification. A candidate does not need to be 'caught in the act' so to speak - simply **having** unauthorised items (e.g. a mobile phone, watches etc.) on their person constitutes suspected malpractice.

All rules contained in the [JCQ Information for Candidates](#) document must be strictly adhered to. Further guidance on malpractice can be found in the [JCQ website](#).

Examples of Malpractice (this is not an exhaustive list):

- Being in possession (whether used or not) of unauthorised material during an examination or assessment, such as: notes, study guides and personal organisers, blank paper brought from home, 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.

- Making a false declaration of authenticity in relation to the authorship of controlled assessment, coursework, non-examination assessment or the contents of a portfolio
- 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.
- A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations.
- Disruptive behaviour in the examination room or during an assessment session (including the use of offensive language).
- The inclusion of offensive comments, obscenities or drawings; discriminatory language, remarks or drawings directed at an individual or group in scripts, controlled assessments, coursework, non-examination assessments or portfolios.

Where awarding bodies find that malpractice has occurred, they may impose one or more sanctions(s) upon the candidate.

Possible penalties for malpractice:

- Formal warning from the exam board – delivered by the centre to the candidate.
- Loss of marks – on a section/sections of an exam paper/component or for a whole component/paper/unit.
- Disqualification – from either a unit/paper, whole qualification, or even from all qualifications within that series.
- The candidate could also be barred from entering for one or more qualifications for a set period of time.

9. Examination Access Arrangements – EAA

- Students with approved examination access arrangements will have been informed previously following extensive discussion with Learning Support.
- Access arrangement cards detailing the approved access arrangements will be placed on a student's desk in the examination room prior to their arrival, as it is statutory that invigilators are aware of the required access arrangements in an exam.
- Please ensure that you have the correct access arrangements in each exam prior to the exam commencing, should you have one pre-approved.



- If you have any queries about access arrangements, please contact Learning Support. It is the role of the Exams Office to facilitate access arrangements in examinations, but discussions around obtaining access arrangements should be held with Learning Support.

10. NEAs – Coursework assessments / non-examination assessments

- NEAs and coursework assessments take place at different times of the academic year for each subject.
- Not all subjects have an NEA or coursework element. Please refer to the relevant specification materials for more information.
- Candidates are informed of their tasks by their subject teacher.
- Internal deadlines for coursework are set by the school.
- Work is assessed internally and a sample will be externally moderated.
- Candidates are informed of their centre assessed marks by the school where permitted, depending on the qualification and examination board. You will then have a set amount of time to appeal, should you wish to do so, before it is submitted to the exam board. Candidates can only appeal the **process by which their mark was decided by teaching staff** and not the mark itself. Please refer to the internal appeals procedure on the [school website](#) for further information.

Research and Using References

Student work submitted for assessment must be in their own words and not copied or paraphrased from another source such as an AI tool. It must reflect their own independent work. Students must demonstrate their own knowledge, skills and understanding as required for the qualification in question and set out in the qualification specification. AI misuse is where a student has used one or more AI tools but has not appropriately acknowledged this use and has submitted work for assessment when it is not their own. Examples of AI misuse include, but are not limited to, the following:

- Copying or paraphrasing sections of AI-generated content so that the work submitted for assessment is no longer the student's own.
- Copying or paraphrasing whole responses of AI-generated content.
- Using AI to complete parts of the assessment so that the work does not reflect the student's own work, analysis, evaluation or calculations.
- Failing to acknowledge use of AI tools when they have been used as a source of information.
- Incomplete or poor acknowledgement of AI tools.
- Submitting work with intentionally incomplete or misleading references or bibliographies.

AI misuse constitutes malpractice as defined in the JCQ document [Suspected Malpractice: Policies and Procedures](#). Please read the JCQ guidance with regards to using AI - [Guide to using AI](#). You can also refer to the school policy on AI on the [school website](#).



11. Results

- A hard copy of a candidate's results will be available to collect on the designated A Level and GCSE Results Day from 8.30am. Details will be communicated with students prior to the summer holidays and on the school website.
- Results can alternatively be viewed on Edulink from 9.30am on Results Days.
- Senior members of staff and Exams Office staff will be available on results day during specified times to answer questions and offer support.
- Results can be collected by someone else provided a [third party permission form](#) has been completed and signed by the candidate. The person collecting will also be required to bring in their photo ID to ensure they are the specified person on the third party collection form.
- Uncollected results will be posted on the same day to the UK address held on file. If you require your results to be posted to an international address, you **must inform the Exams Office prior to Results Day** as we will not post them overseas without explicit written permission and a detailed address.

Post Results Services

- Candidates can access post-results services provided by the examination boards including access to scripts, clerical re-checks and reviews of marking.
- Candidates should note that their examination paper will never be re-marked, but rather that the marking of their paper will be reviewed by a different examiner to ensure due process was followed correctly.
- A student's grade and mark can go up, stay the same or **even go down** as a result of a clerical re-check or review of marking. Candidates are strongly advised to carefully consider all potential outcomes before submitting a request for a review of marking or clerical re-check.
- Requests for post-results services must be made to the Exams Office by the **student** as we require their explicit written consent.
- Candidates will be informed of deadlines and fees for these services following the summer examinations, on results days and on the school website. They should also refer to the [Access to Scripts, Reviews of Results and Appeals Procedures document](#) on the school website.

Resits

- Candidates taking a resit of an exam they have previously sat must complete the required form and pay the required fee before they can be entered for the exam. GCSE English Language and Mathematics can be sat in the November exam series but all other qualifications' examinations must be sat in the summer exams. Please visit the [school website](#) or contact the Exams Office for more details.



12. Examination Boards/Awarding Bodies

The school uses the examination boards below, also known as awarding bodies. Their websites can be a useful source of information for candidates.

- AQA
- Cambridge International
- Cambridge OCR
- Eduqas/WJEC
- Pearson/Edexcel

A full list of the qualifications and specifications taught at St George's is available on the [school website](#).

13. Certificates

- Certificates for qualifications taken in the summer series are available following the end of the awarding body post-results period. For qualifications taken at other times of the year, e.g. November GCSE resit exams, certificates will arrive on an ad hoc basis and the Exams Office will notify the candidate directly when they can be collected.
- A Level certificates will be available for collection daily during the last week of the autumn term, just before Christmas. Detailed information will be found on the exams section of the school website in the autumn term.
- GCSE certificates can be collected in January and detailed information will be found on the exams section of the school website later in the autumn term.
- If you wish for your certificates to be posted to you, please email the Exams Office. Postage for certificates is £10 (UK) or £15 (International).
- Alternatively, you can arrange for a 3rd party to collect your certificates for you, provided they bring their own photo ID and your completed 3rd party collection form. You can find the relevant forms and information on the [Results Day documents section](#) of the school website.
- Unclaimed certificates are kept in secure storage for 1 year and then **may be destroyed** as per awarding body guidance. Ensure you collect your certificates as soon as they are available, as replacement certificates **will not be offered by the awarding body**. Your qualification certificates are essential for future employment and university/college applications, both in the UK and abroad.



14. Legal Information

Copyright

- Assessment materials – the copyright of any form of work created by a candidate that is submitted to an awarding body for assessment, belong to the candidate.
- Assessment licence - by submitting this work, a candidate is granting the awarding body a non-exclusive, royalty-free licence to use their assessment materials.
- If a candidate wishes to terminate the awarding body's rights for anything other than assessing their work, the awarding body must be notified by the centre and it is at the discretion of the awarding body whether or not to terminate such rights.

Personal Data

- Candidates are entered for exams using their legal name as described above.
- Please ensure that you always put your **full legal name on the exam paper**. This is because your exam certificates are legal documents that must match your birth certificate or passport to prove that the qualifications are yours and not anyone else's.
- All external examination scripts are checked by centre exams staff prior to submission to the exam boards to ensure that a student has used their correct legal name, however with hundreds of scripts to check, an error may still occur.
- For some awarding bodies, a candidate's signature is also required on the front of the question paper. **No one can complete a signature on a question paper on a candidate's behalf**. All candidates should ensure they read the front of the paper carefully and fill out the relevant sections, particularly their signature.
- If you would like your certificates to use your preferred name, you would have to provide the school with a Change of Name Deed.
- Awarding bodies collect information about exam candidates. To understand what information is collected and how it is used, you should read the awarding bodies' [privacy notices](#).