

April 2026

Dear Parents/Carers,

As we approach the forthcoming A-Level examination period at Campion School, I am writing to ensure that both you and your child are fully informed of the procedures, expectations, and statutory requirements that apply.

Please find enclosed links to the Joint Council for Qualifications (JCQ) documents, which all candidates must read carefully:

[Information for Candidates – Written Examinations](#)

[Warning to Candidates](#)

[Unauthorised Items](#)

[Social Media Information](#)

These documents contain important statutory guidance. It is essential that both students and parents/carers read and understand this information in full, as all examinations are conducted in accordance with JCQ regulations. Further exam information is also available on the School website here [Exam Information](#).

Examination Timetable

All Year 13 students were issued with their final examination timetable at the start of last term followed by an Assembly by Mrs Elliott ensuring all messaging is clear and any issues are identified, reported immediately to the Exams Office.

Please note:

- Family holidays must not be arranged during the examination period.
- A national contingency day is scheduled for 24 June 2026, which may be used if examinations are rescheduled nationally. Should this be required, further communication will follow.

Examination Arrangements

From Monday 11th May, students are required to attend all timetabled lessons only for each subject until the final examination for that subject has taken place.

- These lessons are compulsory unless a student has an examination scheduled during the lesson time.
- In addition, where subject teachers are offering compulsory revision session, students are expected to attend as part of their exam preparation.
- Bring all required equipment (pens, pencils, rulers, calculators), as these will not be provided.
- Arrive at least 15 minutes before the start of each exam (8:45am for a 9:00am exam and 12:45pm for a 1:00pm exam) unless otherwise stated.
- Check seating arrangements in the Sixth Form Centre.

Principal: Mrs Kim Bradley-Smith

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Campion School
Kislingbury Road
Bugbrooke
NN7 3QG

e: csoffice@campion.northants.sch.uk
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Examination Regulations

In line with JCQ requirements:

- All students will follow school uniform policy, this means normal Sixth Form attire during exams.
- Mobile phones, smart devices, and watches (including analogue) are strictly prohibited in the exam room.
- Any such item found in a student's possession must be reported to the exam board and may result in disqualification, even if switched off.
- Pencil cases must be transparent; clear plastic bags are acceptable.
- Water bottles must be clear with labels removed. Food is not permitted in the exam hall.
- All written work must be completed in black ink (no gel pens).
- Calculators must have memory cleared and must not contain instructions.
- Students must remain in the examination room for the full duration of the exam.
- All examinations are supervised by trained invigilators. Any breach of regulations will be formally reported and may be referred to the awarding bodies.

Access Arrangements

Some students may be entitled to access arrangements (e.g. use of a word processor). These have been approved in advance by the examination boards and supported by appropriate evidence.

If a last-minute issue arises (for example, an injury affecting writing), it is vital that the school is informed immediately so that we can advise on what support, if any, may be permitted.

Special Consideration

Special consideration can only be applied where a student is fully prepared but is affected by temporary adverse circumstances at the time of an examination with appropriate evidence. Examples include:

- Illness or injury
- Bereavement
- Domestic crisis
- Participation in international-level sporting events

If your child is affected by any issue before or during an examination, you must inform the Exams Office as soon as possible with evidence provided. Applications must be made within 7 days of the examination and require supporting evidence.

If a student is unable to attend an exam due to an emergency, the school must be contacted immediately. In certain circumstances, alternative arrangements may be considered.

Internal Assessment Appeals

If you wish to appeal a non-examination assessment decision (NEA), please contact the Exams Office to request a copy of the Appeals Procedure.

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Results and Post-Results Services

Results for all qualifications will be released on Thursday 13 August 2026. Further details regarding Results Day will be shared via the school website following the examination period.

Communication with School

It is essential that the school is informed promptly of any circumstances that may affect a student's ability to attend or perform in examinations. Early communication allows us to provide appropriate guidance and, where applicable, apply for support within the strict regulations set by the exam boards.

If you have any questions or concerns, please do not hesitate to contact the school.

Yours sincerely,

Danielle Elliott



Assistant Principal - Raising Standards KS5

Principal: Mrs Kim Bradley-Smith

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