



# Aylsham High School

*Part of the Aylsham Learning Federation  
It takes a Whole Community to Educate a Child*

Dear Parent/Carer

March 2026

## Year 9 and 10 exam dates

There are a couple of key dates which will be important as we approach your child's summer GCSE exams.

The exams start on Friday 8<sup>th</sup> May and end on Monday 15<sup>th</sup> June. Please find enclosed a copy of your child's individual timetable showing the dates and times of their exams. We are also enclosing an examinations procedure booklet which contains important information and expectations regarding external exams. If required, a further copy of your child's individual exam timetable can be obtained from Mrs Gilbert, who is the school's exams manager, by emailing [sgilbert@aylshamhigh.norfolk.sch.uk](mailto:sgilbert@aylshamhigh.norfolk.sch.uk). A timetable detailing external exam revision sessions can be found on the exams page of the school's website <https://www.aylshamhigh.com/ahs-exams>.

During the exam season, lessons will be running as normal and students are expected to attend these lessons following their regular timetable. We will continue to use this lesson time to support students with their preparation for their exams. Around these lessons we have created some opportunities for extra revision sessions, which will be delivered by subject teachers, for students to attend. Students have found these sessions to be very useful in previous years. Due to timetable restrictions, these sessions may clash with an exam and in this case attendance at the exam will take priority. This timetable will be shared once it has been finalised so that students are aware of the extra revision sessions scheduled to take place during the school day. Departments will provide each student with additional details, times and locations of these sessions, nearer the time. Please contact the head of department if you have any queries; email addresses for staff can be found on the school website:

<https://www.aylshamhigh.com/usefulcontactsandemailaddresses>

It is very important that your child attends the revision sessions, especially the ones taking place before an exam. An attendance check will be taken at this point and we will be contacting any students who are absent to ensure that they do not miss their exam.

When attending exams it will be important for students to arrive 10 minutes before the start time. Daily exam information will be available on the notice board outside the exams office. Students will need to bring with them any necessary equipment; a black ball point pen will be needed for all exams. To help with this we are putting together exam ready pencil cases, containing the equipment required for exams, which can be purchased via ParentPay for £2. If you would like to order an exam ready pencil case for your child, please make your payment by Friday 20<sup>th</sup> March. These pencil cases will be distributed to your child after Easter.

We are expected to follow the Joint Council for Qualifications (JCQ) guidelines during exams. One of the JCQ expectations is that students must not bring electronic devices into the exam hall. This includes watches. Therefore, students will be required to leave phones, headphones, smart watches and regular watches in their lockers **before** they come to the exam hall. Could you please discuss this with your child to help ensure that this requirement is followed.

Executive Headteacher: Mr D Spalding B.A. (Hons) M.Ed. (Cantab)

Deputy Headteachers: Mr C Bridge B.Sc. (Hons), Mr P Brockington B.Sc. (Hons) M.A., Mrs K Garnham B.A. (Hons) M.A.

Director of Business and Community Strategy: Mrs J Tuttle



Business & Enterprise



LEADERSHIP IN LEARNING  
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On Thursday 5<sup>th</sup> March, students will be attending an assembly about the external exams and revision. Alongside this, we are sharing a video with families too so that you are aware of what has been discussed, and to enable those students who were absent to watch the video at home with you. Please follow this QR code to access the video, or alternatively, please click on this link [here](#).



Any further exam updates will be posted on the school website and Instagram (ahs\_information) so please check these. An additional date for your diary is GCSE results day which is Thursday 20th August. Further details regarding the collection of results will be shared with families nearer the time.

I would like to wish all our students good luck for their summer exams. I am sure that the hard work our students have put into their studies will be reflected in the grades which they achieve.

If you have any questions about the exams taking place, please do not hesitate to contact the school. The first point of contact should be your child's form tutor.

Yours sincerely

A handwritten signature in black ink, appearing to read 'C S Bridge'.

Mr C Bridge  
Deputy Headteacher



# AYLSHAM HIGH SCHOOL

## EXAMINATION PROCEDURES SUMMER 2026 EXAM SERIES

To help you successfully complete your summer exams, there are some important expectations that we need to remind you about. Please read this information carefully, discuss it with your family and keep the document safe for future reference.

### **Location**

The majority of your exams will take place in the hall. Some students may complete exams in other locations. Mrs Gilbert will have communicated this with these students.

### **Timing**

- Morning exams begin at 9.00am. Students are expected to be in the dining room at 8.50am so that we can go through the preparations prior to the start of the exam.
- The majority of afternoon exams will start at 1.20pm. Students will need to be in the dining room at 1.10pm to go through the preparations prior to the start of the exam. Some of the longer exams in the afternoon will start at an early time so that they can be completed in time for students to get their bus at the end of the school. Please check the start times on your timetable.

### **Personal belongings and electronic devices**

Students should leave their bags and personal belongings in their lockers before their exam. They should bring the equipment required to complete their exam with them. This should include clear pencil cases, black pens, pencil, ruler and any specialised equipment e.g. calculators, protractor and compass.

Students must not have any electronic devices on their person during an exam. This includes phones, headphones, watches and smart watches. Students should leave these devices in their lockers. It is considered malpractice for a student to have any device on their person during an exam. This could result in a student being disqualified from the exam.

## EXAM PROCEDURE

The Joint Council for Qualifications (JCQ) require schools to apply the following steps and all students must follow them.

- It is essential that you are on time for your exam. Arrive in good time, at least ten minutes before the exam is due to start.
- Exam conditions and expectations will start as you enter the examination room. This means that talking or any form of communication with other students is not allowed. These conditions apply as you leave the exam.
- All candidates must be seated in the main exam room, unless alternative arrangements have been made with Mrs Gilbert.
- If you require anything whilst the exam is in progress, put your hand up clearly and wait until an invigilator comes to your desk. We promise to do our best to do this as quickly as possible.
- To avoid disruption to others in the exam rooms, students will not be permitted to leave the exam in the first and final ten minutes. This will include visits to the toilet.

## EQUIPMENT ALLOWED IN THE EXAM

- Mobile phones, watches, smart watches, iPods, headphones or potential technological/web enabled sources of information must be handed in before the start of any exam.
- Written answers must be in **BLACK PEN**. You are not allowed to answer in pencil. Bring a couple of spare black pens with you. You may use other colours or pencils for maps or diagrams.
- You are responsible to bring your own equipment. You can purchase an exam pencil case from the Finance Office or Pencil Case Club.
- Correcting pens, fluid or tape, erasable pens, highlighters or gel pens must **not** be used in answers. You may use an eraser.
- You are only allowed to take into the exam those articles, pieces of equipment or materials which are permitted as part of the exam guidance, in the syllabus or in the instructions for the conduct of the examination.
- Pencil cases must be clear.

- You may take water into the exam but it must be in a clear bottle, with the label removed.
- You must **not** write inappropriate, obscene or offensive material in your work. This will be treated as malpractice and could result in your paper being disqualified from the examination.

## **USE OF CALCULATORS**

- The calculator must be of a size for use on the desk.
- The power supply must be integral.
- Calculator cases and instructions must not be brought into the exam room.
- Calculators **MUST NOT** be borrowed from other candidates in the course of the exam in any circumstance.
- If your calculator is faulty, this is not accepted or justified as the giving of special consideration. The invigilator may provide you with a replacement if yours becomes faulty.
- No prepared programmes may be taken into the exam room. The retrieval of information and/or programmes during the examination is an infringement of the regulations.
- Calculators which have non numerical functions or give non-numerical information are not permitted. This includes data banks, mathematical formulas, dictionaries, language translators, text retrieval and calculators with facilities which are capable of carrying out symbolic algebra, differentiation or integration. Calculators must not be able to communicate with other machines on the Internet.
- You can buy a calculator from the maths department or Finance Office.

## AT THE END OF THE EXAMINATION

- If you finish the paper before the end of the exam, read through your answers, checking for mistakes, answering questions that you could not originally answer. Remember you don't lose marks for wrong answers.
- Leave the room in silence only when you are dismissed.
- If an examination overruns at the end of the school day, the school transport will be held up if necessary.
- Remember that you must wear your school uniform at all times that you are in school for exams or revision sessions.

## OTHER INFORMATION

- If you are going to be late, telephone the school (01263 733270) to explain.
- Candidates may be admitted to an examination room up to thirty minutes after the start of the examination.
- If you are ill make sure the school is notified of your impending absence by 8.45 am on the day of the examination.
- In the case of illness, a MEDICAL CERTIFICATE from your doctor must reach/be with Mrs Gilbert, the schools exams manager, within 24 hours, as the examination board have to be notified.
- **Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.**

Contact details for Mrs Gilbert:  
sgilbert@aylshamhigh.norfolk.sch.uk

**\* GOOD LUCK \***