



Merchant Taylors' School

Frequently Asked Questions- Exams

Exam Officer: Mrs M Hughes

Contact Details: 0151 928 3308 ext. 9354

E-mail: m.hughes2@merchanttaylors.com

When do the external exams begin?

Thursday 7th May 2026 – Thursday 18th June 2026

When is the contingency day?

The contingency day is Wednesday 24th June 2026. A contingency day within the examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations and therefore, pupils must remain available to take exams up until the contingency day. The contingency day is classed as the last day of A-Level and GCSE exams.

What if I am late for an exam?

You must be on time for all of your exams. However, if you are/you think you will be late for an exam, follow these 5 steps:

- **Step 1:** Telephone school reception immediately and inform them that you are/or think you are late for the exam. Reception will pass your message onto the Exams Officer. Please call reception on 0151 928 3308.
- **Step 2:** Get to school as soon as possible. This could make the difference of the exam awarding body accepting your exams paper or not
- **Step 3:** Turn off your mobile phone and any other communication device.
- **Step 4:** When you arrive at school, head straight for Exams Officer's office (Under the Clocktower)
- **Step 5:** The Exams Officer will give you the full instructions for the exam, and answer any questions, before you are allowed to begin your exam

Please remember to allow yourself extra travelling time before each exam to help avoid any lateness.

What should I do if I feel unwell on an exam day

If you are feeling unwell on the day of an exam, follow these steps:

- **Step 1:** Please attend your exam as normal and inform the exams officer or invigilator that you are unwell.
- **Step 2:** If you are unable to attend school due to illness, telephone school reception immediately and inform them that you are unwell – 0151 928 3308
- **Step 3:** The Exams Officer will contact you and will give you instruction to follow.
- **Step 4:** Try and get some supporting evidence to prove illness – evidence can be used to apply for special consideration.

What should I do if I am absent through illness on an exam day

Please contact school reception as soon as possible on 0151 928 3308 and explain your situation. It is not possible to reschedule your exam for another day.

Medical, dated evidence will be required on the same day, confirming the diagnosis. The medical professional will need to detail that you are unfit to sit the examination and why. The exams officer will contact the awarding body, with the medical evidence and request special consideration.

What should I do I feel unwell during an exam

Raise your hand and inform and invigilator. If you feel that your illness had a negative impact on your exam performance, you will need dated, medical evidence to support and confirm your diagnosis and how it had a negative impact on your exam performance. Special consideration will be raised on your behalf to the exam boards for assessment.

What is special consideration

Special consideration is when a school provides exam boards with details of any experienced illness, injury or any other uncontrollable event outside of their control at the time of assessment and they decided if a small percentage is added to the relevant component mark.

Special consideration is applied when the event or situation has had or is likely to have had an impact or effect on a candidate's ability to take an assessment or demonstrate their normal attainment level in that assessment / exam.

Please inform the Exams Officer of any special consideration requests / queries – m.hughes2@merchanttaylor.com

What is malpractice and what counts as malpractice?

Malpractice refers to any dishonest or improper behaviour before, during, or after an exam that breaches official regulations and undermines the fairness and integrity of the assessment.

Malpractice means any act or practice which is in breach of the Regulations

Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies

JCQ provides information regarding what constitutes malpractice:

- *Introduction of unauthorised material into the examination room*
- *Breaches of examination conditions*
- *Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)*
- *Offences relating to the content of candidates' work*
- *Undermining the integrity of examinations/assessments*

Things not to do on social media:

- Buy/ask for/share exam or assessment content
- Pass on rumours of what's in exams or assessments
- Share your work
- Work with others so that your assessment is not your own independent work and/or non-examination assessments and coursework, as example:

For more information, please go to - [Suspected Malpractice: Policies and Procedures](#)

When time do exams start?

Morning exams start at 9am. You must arrive 10-15 minutes before the exam starts.

Afternoon exams start at 1:30pm. You must arrive 10-15 minutes before the exam starts.

What do I need to bring to the exam?

- Black ballpoint pens
- Pencils and erasers (no outer packaging)
- Ruler, protractor and compasses
- Calculators for approved exams
- Water bottle – clear, transparent water bottle free from labels, texts and logos

What should I not bring to the exam

- Mobile phones, smart watch, AirPods, earbuds, earphones or any Bluetooth-enabled device
- No electronic devices e.g. iPad, laptop
- Wristwatches (analogue or digital)
- Notes, books or papers
- Non-transparent pencil case

What Should I wear for my exams

Exam days are treated like school days, you must wear your full school uniform for each exam. For pupils with longer hair, please wear your hair up or tuck it behind your ears so that invigilators can see that there is nothing in your ears

When is results day?

A Level Results Day - Thursday 13th August 2026 – 8am

GCSE Results Day – Thursday 20th August 2026 – 8am