



**HAZEL
GROVE**
SIXTH FORM

Hazel Grove Sixth Form Examinations



Dear Students, Parents and Carers

Please find enclosed arrangements for our Year 12 and 13 students for the forthcoming examination season.

We hope the information in this booklet helps you in your planning for the important weeks ahead.

A copy of this booklet will be placed on the Sixth Form website, and should you require any further information please do not hesitate to contact us.

Kind regards



Mrs J Lambert

Director of Sixth Form & Assistant Headteacher



Examinations – Summer 2026

The main block of examinations runs from Monday 4th May to Friday 19th June*. We must stress the importance and expectation of full attendance to all lessons and revision sessions in the final build up to these crucial examinations.

Students each have an individual timetable detailing the examinations that they have been entered for with rooming and seating. Please check these with them and report any errors to the Exams Manager or Sixth Form reception.

*= external exams have a contingency date of 24th June 2026, students are advised to remain available up to and on this date in case any exams are re-scheduled by the exam boards.

Exam Period Arrangements

Throughout the exam period:

- Business dress must be worn at all times when in Sixth Form.
- Be aware that some afternoon exams run beyond the normal taught day.
- The refectory will be open at normal times.



Study Leave

For Year 13 students – Study leave begins on Friday 1st May. Teachers may request that students continue to attend lessons and where this is the case we would strongly encourage them to do so. Students may attend Sixth Form for any part of the day outside of their exams as all study facilities will be available to them as per a normal day.

For Year 12 students – Further and Core Maths students who have formal examinations do not have a period of study leave, however, additional information has been sent to those students involved with more detail of support on offer.

Exam Regulations

The Sixth Form has to implement a very precise set of requirements in all public exams. We must stress the importance of knowing, understanding and applying these requirements. They are largely common sense; however, everyone has to be sure to get them right. During the exam period we are inspected by the Joint Council for Qualifications (JCQ) to ensure that the Sixth Form, as an exam centre, is setting the expected standards. A link to these is here: [General Regulations – JCQ Joint Council for Qualifications](#)

All documents relating to examinations practice and procedures can be found on the Hazel Grove High School website: [Exam Board Information, Revision and Support – Hazel Grove High School](#)

Attending Exams

Punctuality is important. Exams are scheduled to start at **9am and 1.15pm***; these are actual start times. Students must **arrive at least 15 minutes prior to this time** – this is to ensure efficient preliminary administration, including seating students, distribution of materials, reading instructions etc.

*Some exams start at 1.30pm – students should check their individual timetables.



If, due to unforeseen circumstances, students think they are going to be late for an exam, they must **speak** to Mrs Divall (Exams Manager), or Mrs Gill (Academic Services Manager) by telephone on 0161 549 7700. Upon a late arrival, students need to report to the Sixth Form office before presenting themselves to a member of the Exams Team. Under no circumstances must students enter an exam room without permission. If a student arrives too late for the exam, then they can be refused entry.

Illness

We hope that every student will be fit and well throughout the exam season.

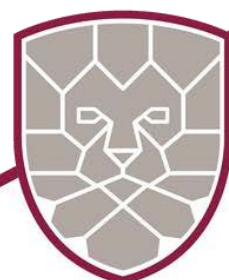
However, unforeseen illness can strike; in which case the Sixth Form needs to know as soon as possible so we can advise on the best approach. The importance of making every effort to take each exam has to be understood. If a student misses an exam due to illness, **even with medical evidence, it is not always possible for the exam boards to issue a certificate.**

If a student is ill on the morning of an exam, please contact Sixth Form Reception on 0161 549 7700 and ask to **speak** to Mrs Gill or Mrs Divall.

Equipment/Business Dress

It is important that students are prepared for the examinations. It is their responsibility to ensure that they have all the tools they will need to take the exams, i.e. **a black ball point pen**, pencil, ruler, rubber, scientific calculator (if applicable), sharpener, compass, protractor etc in a **clear** pencil case/bag. Please encourage students to be prepared before every examination they are due to take.

The Awarding Bodies require a black ball point pen to be used, as their scanning equipment cannot read any other colour.



Business dress must be worn for all exams. However, students must ensure that their pockets are empty before entering the examination room.

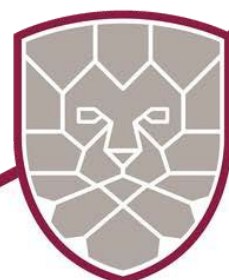
Mobile Phones, Watches, other technological/web enabled devices (MP3/4 Players, Airpods, iPods, Smart Watches/Fitness Trackers, Smart Glasses, Earpods etc).

Students are not permitted to have any type of technological or web-enabled device in an exam room. **Anyone found to have any of the items above in their possession during the examination, whether they intend to use it or not, have to be reported to the Examination Board and may be disqualified from that examination and any subsequent exams.**

Revision

Students should now be 'fine-tuning' their revision programmes. Advice and support has already been given to students about revision strategies but it is worth re-stating some broad principles. Students should:

- Endeavour to revise in an active manner, that is, to create or use self-testing material from their notes and not just simply through reading through them.
- Ensure they practise the more unfamiliar and 'harder' parts of the work before the more familiar 'easier' topics.
- Seek to revise in short bursts of time, punctuated with a break using **The Pomodoro Technique**, (25 minutes' revision – 5 minutes' break x 3, followed by a 30 minute break then repeat the cycle).
- Avoid leaving revision to the last minute. Starting early and taking a little and often approach is the best way to ensure a mindful and manageable approach to exam preparation.
- Having a revision timetable and sticking to it is important.



Support and Guidance

We recognise that this can be a stressful time for both students and families. The Sixth Form team all remain ready to support in any way we can offering advice, a space to speak and be heard and also arrange for more bespoke 1:1 revision or emotional support. Please reach out to a member of the team for more information.

Official Leaving Date

Once a student's final examination has been taken, and all other assessed work is completed, students are no longer required to attend Sixth Form.

Arrangements for the Receipt of Results

A Level Results for Year 13 (and AS results for Year 12) will be on **Thursday 13th August 2026**. Further details will be made available nearer the time.

If the student cannot attend on the day, results can be posted if a stamped addressed envelope is provided to Mrs Divall, before Friday 10th July 2026.

Results will not be handed to a third party unless they have prior written authorisation **from the student**, giving us permission to release them. Results will not be given over the phone or via email.

As an Examination Centre we must make candidates aware of Enquiries about Results before they sit any examination(s). A copy of the Enquiries about Results policy can be found on the School website. [Exam Board Information, Revision and Support - Hazel Grove High School](#)

