

## Introduction

It is the aim of The Walderslade & Greenacre Schools Partnership to make the examination experience as stress free and successful as possible for all candidates.

Hopefully this booklet will prove informative and helpful for both you and your parents/carers.

The JCQ (Joint Council for Qualifications) along with the exam boards set down strict rules and regulations that must be followed for the conduct of examinations. Please read the information provided in this booklet carefully; and if you would like more information, the JCQ Candidate information can be found here:

<https://www.jcq.org.uk/exams-office/information-for-candidatesdocuments/>

The Exams Officer's for The Walderslade & Greenacre Schools Partnership are Mrs Parkhill and Mrs Moore.

Any questions you have may be answered in this booklet. If there is anything you do not understand or any question that has not been addressed, please address your questions to your Form Tutor.

In addition, if you or your parents have any queries or need help or advice at any time before, during or after the examinations you may contact the Exams Officers via email [exams@wgsp.org.uk](mailto:exams@wgsp.org.uk) or telephone, details are below:

Mrs Parkhill     [petrs002@wgsp.org.uk](mailto:petrs002@wgsp.org.uk)     (01634) 861593 x 635

Mrs Moore        [rmoore@wgsp.org.uk](mailto:rmoore@wgsp.org.uk)        (01634) 861593 x 637

Remember – we are here to help.

**GOOD LUCK!**

# Before the Examinations

## Examination Boards

The School uses the following examination boards: AQA, Pearson/Edexcel, OCR, WJEC and NCFE.

## Statements of Entry

Before the real final exams, all students will receive a Statement of Entry from school illustrating the subjects they have been entered for and the levels of entry, where applicable. Please check that all the details, including name, date of birth etc. on this are correct. Some subjects will only have one tier of entry, while others have foundation or higher tiers. Please check this information carefully and let the exams officers know immediately if any of this information is incorrect.

## Exam Cards/Candidate Number/ Centre Number

On your exam desk there will be an exam card with your legal name, school centre number and candidate number. Please do not deface this card or write on it in any way as this card will be used for all your exams.

Please ensure you always write your **full legal name** on all your exam papers.

Each candidate has a four-digit candidate number. This is the number you will write on each of your exam papers

The Walderslade & Greenacre Schools Partnership's centre numbers are **61221** (Walderslade) and **61219** (Greenacre). You will also need to write this on the top of each exam paper. This will also appear on your exam card.

Please do not worry about this information. The invigilators will instruct you what to do before the start of any exam.

## Contact Numbers

Please ensure that school has up-to-date telephone numbers in case we need to contact you for any reason during the exam season.

## Equipment

You are expected to bring all your own equipment for exams. This includes a clear pencil case to hold 2 black pens, a rubber, pencil, 2 highlighters, compass and a protractor. You will also be expected to bring a calculator for certain Maths and Science exams which must confirm to exam regulations. Covers must be removed and placed on the floor.

# | During the Examinations

## **Examination Regulations**

Copies of the JCQ exam information for candidates are enclosed in this booklet. They can also be found on the school website. These should be read carefully. Please note that to break any of the examination rules or regulations could lead to malpractice and sanctions. You should be aware that the school must report any breach of regulations to the Awarding Body.

## **Exam Invigilators**

Invigilators are used by the school to supervise the conduct of the examinations and ensure that all rules and regulations are adhered to. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times. Some of the invigilators we use will be staff you are already familiar with.

If you are in a room with other students and have any problem during your exam, raise your hand and an invigilator will come to your desk. Do not speak out or get up from your desk.

Please note that invigilators cannot discuss the content of an examination paper with you or explain what the question is asking you to do.

Students who are disruptive or behave in an unacceptable manner will be removed from the examination room.

## **Fire Evacuation During Examinations**

If the fire alarm goes off during the examination period it is vital that you follow the instructions of the exam invigilators.

You will be asked by the invigilators to stop writing immediately and put down your pen. You must remain completely silent as exam conditions will continue to apply for the duration of any evacuation, therefore there should be no communication between you and other candidates. The invigilators will make a note of the time the alarm went off.

You will be escorted by the invigilators in silence from the examination room to the fire assembly point; all equipment will be left on your exam desk.

You will not line up with your form groups as you would normally but remain with the invigilators in an allocated location for exam candidates.

Once the "all clear" has been given and an attendance register has been taken you will return with your invigilators, again in complete silence and under exam conditions back to the same exam room.

On return to the examination room, you must not recommence your examination until you are instructed to do so by the invigilators. You will be allowed the full working time for the examination and a report will be sent by the Exams Officer to the awarding body detailing the incident.

## Attendance at Examinations

Students are responsible for arriving in good time for their exams. Most morning examinations start at **09:00**, but some mock exams start at **08:30**. Afternoon exams start at **13.00**. You must arrive at school in good time in order that your bags/coats can be left in a safe space and you are seated in the exam room ready to go. All times will be communicated clearly – including your expected time of arrival to morning and afternoon exams.

You must enter the exam room in silence. Once inside the exam room you must not talk or communicate in any way with other candidates. Once seated you must not turn around in your seat.

All bags and coats must be left in a safe place – they are not allowed in the exam room.

**MOBILE PHONES, IPODS/IPADS, SMARTWATCHES, WRIST WATCHES, MP3 PLAYERS OR ANY ELECTRONIC DEVICE MUST BE HANDED IN OR STORED IN YOUR BAG UPON ARRIVAL AT SCHOOL**

If any devices are found in your possession during an examination, a report will be made to the appropriate exam board and you may be disqualified from the paper and other papers. **No exceptions will be made.**

No food is allowed in the examination room. You are allowed to bring in a clear plastic bottle of water (no label please).

Do not write on examination desks or on your examination desk label. This is regarded as vandalism by the school and you may be asked to pay for any damage caused OR clean the vandalised desk.

Do not draw graffiti or write offensive comments on examination papers – **if you do the examination board may refuse to accept your paper for marking.**

Listen carefully to instructions and notices read out – there may be amendments to the exam paper that you need to know about.

**Read all instructions printed on the front of the exam paper carefully** and number your answers clearly.

You **will not** be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you haven't missed any questions out. Please also make sure that you have completed your details correctly on the front of the paper.

You **will not** be provided with paper to do "rough work" – you must write all rough work on your exam paper and neatly cross through it with a single line.

Question papers, answer booklets and additional paper must NOT be taken from the exam room.

You should remain seated in silence, facing the front of the examination room, until you are told to leave. Please leave the room in silence and remain silent until you are well away from the examination room to show consideration for other candidates who may still be working.

## After the Examinations

### Notification of Summer Results

Results will be available to collect from school towards the end of August, specific arrangements will be shared regarding results days.

**If you wish any other person (including family members) to collect your results on your behalf, you must write a letter of authority and hand in to the Exams Office. The person you nominate to collect your results will be asked for proof of ID.**

Candidates who cannot collect their results on these dates may provide a **stamped addressed envelope** to our Examinations Officer before results day, to enable us to forward through the normal post or if preferred via their school email only.

**Unfortunately, no results will be given out by telephone or text under any circumstances.**

### After Results

If you are unhappy with any of your GCSE results it is possible to have certain checks carried out. This must be done through the school and in accordance with the school's appeals procedure. If you require post-results advice or wish to discuss your results, staff and careers advisors will be available on results day.

Please note the examination boards make a charge for the appeal/review of marking service and payment for either a review of marking or to request your exam script back must be paid prior to an application being submitted. The necessary forms will be available from the school reception on results day. **Please be aware that on appeal results can go down as well as up!**

### Certificates

GCSE certificates will arrive in school by mid-November. You will receive a letter through the post advising you when these are available to collect from school. Please ensure you keep the school updated with any changes of address should you move house prior to the receipt of your certificates.

The Walderslade & Greenacre Schools Partnership is only obliged to keep certificates for a period of one year after issue. After this period of time the certificates may be destroyed.

If a student loses their certificates or fails to collect their certificates within this period of time, it may be possible to request a replacement certificate by applying directly to the appropriate examination boards. There will be a fee for this service.

Once you have collected your certificates please keep them safe as they are important and will need to be presented if you go on to further education, an apprenticeship or employment. WGSP does not keep a photocopy of students' exam certificates in school.