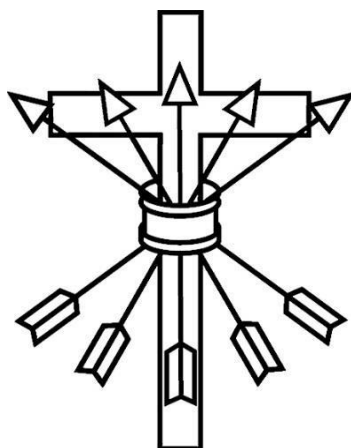


WADDESDON CHURCH OF ENGLAND SCHOOL



EXAMS GUIDANCE FOR STUDENTS AND PARENTS

Centre Number: 52137

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INTRODUCTION

It is the aim of Waddesdon Church of England School to make the examination experience as successful and stress-free as possible for all candidates.

This booklet aims to provide information and guidance for you and your parents. Please read it carefully and show it to your parents so that they will also be aware of the Examination Regulations and the procedures to follow in the event of any problems occurring.

Some of the questions you may have are answered at the back of this booklet. If there is anything you do not understand or any question that has not been addressed, please ASK.

If you or your parents have any queries, or need help or advice at any time before, during or after the exams, please contact the Exams Office.

RULES, REGULATIONS AND EXAMINATION BOARD EXPECTATIONS

The Joint Council for Qualifications (JCQ) has set down strict criteria for the conduct of exams which schools must follow. Information for candidates for written examinations can be found on the back page of this booklet. This information is issued on behalf of all the Examining Boards jointly. This will not be reissued each year, but a revised version will be displayed prominently on posters outside each examination room and be available to view on the school's website.

All candidates should read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from ALL subjects. The school MUST report any breach of regulations to the relevant Examination Board.

BEFORE THE EXAMS

Statements of Entry

- You will receive a Statement of Entry from the school showing your own specific exams, with details of date, time and duration and, where applicable, the levels of entry.
- Please check that everything on these statements is correct and accurate, including all personal details (date of birth, spelling of names) as these will appear on certificates and it may be difficult to change them once they have been awarded. If you have any queries contact the Exams Office.

Candidate Name and Numbers

- Candidates are entered under the name format of First Name + one middle initial + (Legal) Surname, e.g. Adam N Other
- Each candidate has a four digit candidate number, which must be entered on examination papers. This number will appear next to your name on seating plans and examination registers. **It is therefore important for you to learn it!**
- In addition to a candidate number, each candidate must have a Unique Candidate Identifier (UCI), comprising 12 numbers and 1 letter, which is shown on the top of statements of entry. This number will usually begin with the Centre Number (52137) unless you have transferred from another school that has already issued your UCI. Your UCI is used for administrative purposes and it is not necessary for you to remember it.

Unique Learner Number (ULN)

- It is now mandatory for all students to have a Unique Learner Number (ULN). This is a 10–digit number which the school obtains from the Learner Records Service (LRS) and it is required for all qualifications.
- Your ULN is needed to access the Personal Learning Record (PLR), which is an online, lifelong, verified electronic record of your achievement data, which can be shared with other parties, such as employers, colleges and universities.

Examination Series Timetables

- A full timetable of examinations will be displayed on the examinations notice board outside the Exams Office prior to the examination season.
- Occasionally, in order to accommodate larger exams, it is necessary to alter start times, however, exam dates will NEVER change.

- A few candidates may have a clash of exams, where two subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates only. You will therefore be issued with a revised Individual Candidate Timetable in due course closer to the exam season once all clashes have been resolved, but you should contact the Exams Office if you are unsure what to do, particularly if you think there is a clash that has not been resolved.
- These revised KS4 timetables will be posted home.

EQUIPMENT

- **It is your responsibility to ensure** you have all the correct equipment before your exams. All equipment should be brought to the exam in a transparent pencil case or clear plastic bag, and should include:
 - Pens – **black ink only**. Please bring at least two (note that coloured pencils or inks may ONLY be used only for diagrams, maps, charts etc. if allowed by the Examination Board)
 - Pencils, erasers and any other equipment you need for the exam, such as a compasses and protractors
 - Calculator (you will be told at the start of an exam if you may use or not)
 - A bilingual dictionary **must not** be used in GCSE English Literature, Geography, History and Religious Studies examinations due to the assessment of Spelling, Punctuation and Grammar.
 - Water bottles should be in a clear container with all labels removed.
 - o **Spare calculators are not routinely available** for students who forget to bring their own to an exam. You will need to borrow one from the Maths or Science department in advance if you forget to bring yours.

Calculators **MUST** meet the Awarding Bodies regulations as follows, unless stated otherwise in Awarding Bodies specifications:

Calculators must be:

- o of a size suitable for use on the desk;
- o either battery or solar powered;
- o free of lids, cases and covers which have printed instructions or formulas.

The candidate is responsible for the following:

- o the calculator's power supply;
- o the calculator's working condition;
- o clearing anything stored in the calculator

Calculators must not:

- be designed or adapted to offer any of these facilities: -
 - o language translators;
 - o symbolic algebra manipulation;
 - o symbolic differentiation or integration;
 - o communication with other machines or the internet;
 - be borrowed from another candidate during an examination for any reason;*
 - have retrievable information stored in them - this includes:
 - o databanks;
 - o dictionaries;
 - o mathematical formulas;
 - o text.
- You **MUST NOT** bring any of the following items to the exams:
 - **Mobile telephones**
 - **Smartwatches**
 - **Watches**
 - **Air pods/Ear phones**
 - Notes (unless specified by Examination Board)
 - Dictionaries (unless told otherwise)
 - Calculator cases / instruction leaflets
 - Bags
 - Personal TVs / stereos
 - Digital equipment
 - Reading pens
 - Electronic communication / storage devices
 - iPods / MP3/4 players
 - Correcting pens, fluid or tape

Please note: If you bring any unauthorised material into an examination, whether or not you intend to use it, this will be considered as malpractice and will result in appropriate penalties being applied

- For certain exams, such as Art, the school will provide the appropriate art materials and design media, materials and technology.

STARTING THE EXAMINATION

You must not write your name or fill out details on your exam paper until instructed by the invigilator.

You must:

- hand in your mobile phone if you have not already done so. This is your final chance. Failure to do so may lead to disqualification;
- write in black ink;
- when told by the invigilator; write your name exactly as it appears on the attendance register (except for CCEA examinations), centre number, candidate number and unit or component code or paper details on your answer booklet(s) and on any additional answer sheet(s) used;
- fill in any other details necessary;
- do all work, including rough work, on examination stationery unless otherwise stated;
- write your answers in the designated sections of the answer booklet;
- neatly cross through any rough work but do not make it totally illegible, as it will be forwarded to the examiner;
- do any rough work for multiple-choice papers in the question booklet.

You must not use:

- correcting pens, fluid or tape;
- erasable pens;
- highlighter pens in your answers (**although you may use them to highlight questions, words or phrases within the question paper or question / answer booklet.** You may also use a highlighter pen to highlight extracts in any resource material provided);
- gel pens in your answers;
- blotting paper.

DURING THE EXAMS

The role of the Invigilators

External invigilators are employed by the school to conduct the exams. Students must behave in a respectful manner towards the invigilators and follow their instructions at all times. The invigilator's role is:

- to supervise the conduct of the exam
- to distribute and collect the examination papers
- tell candidates when to start and finish the examination
- hand out extra writing booklets if required/allowed
- deal with any problems that occur during the examination, for example, if a candidate is feeling ill
- remove any students who are disruptive or behaving in an unacceptable manner

They cannot discuss the examination paper with you or explain the questions.

Attendance and behaviour

You are responsible for checking your own timetable and arriving at school on the correct day and time, properly equipped, and dressed in full school uniform. You should arrive at least 15 minutes prior to the start time of the examination, and wait quietly outside the exam space until invited to enter by the Examination Team.

- If you are late for an examination, you may still be admitted and receive the full allowance of time. If special consideration applies, you must speak to the Exams Officer as soon as possible.
- You should be aware that if you start an exam more than 30 minutes after the published start time, the school must inform the Examination Board and it is possible that the Board may decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.
- You must ensure that any watch alarms are turned off before the start of the examination.
- You must not attempt to communicate with or distract other candidates. (This means eyes to the front, no looking to sides or turning around).
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to be aware of.
- Check you have the correct question paper – check the subject, paper and tier of entry.
- Read all instructions carefully and number your answers clearly.
- IT IS VITAL THAT YOU RAISE YOUR HAND IF YOU HAVE ANY QUERIES PRIOR TO THE START OF AN EXAM

Fire Alarm

- If the fire alarm sounds during an examination the invigilators will tell you what to do. Don't panic!
- If you have to evacuate the room you must leave everything on your desk
- You will be asked to leave in silence and in the order in which you are sitting. You will be escorted to a designated assembly point.
- **You must not attempt to communicate with anyone else or discuss the exam under any circumstances during the evacuation, otherwise you may be disqualified from the exam.**
- When you return to the exam room do not start writing until the invigilator tells you to.

- You will be allowed the full working time for the examination and a report will be sent to the Awarding Body detailing the incident

Absence from/difficulties during Exams

- If you experience difficulties during the examination period (e.g. illness, injury and personal problems) please inform the Examination Team at the earliest opportunity so we can help or advise you.
- A candidate may only take their examinations under separate invigilation where he/she has a difficulty which must have been established within the centre and thus known to a Form Tutor, a Head of Year, the SENCo and/or a senior member of staff with pastoral responsibilities.
- Only in 'exceptional circumstances' will special consideration be applied for in respect of absence or difficulties during any part of an examination. This is a post exam adjustment made by the Awarding Bodies to reflect temporary disposition at the time of an assessment or exam. To qualify, candidates must have covered the whole course. It is essential that medical or other appropriate evidence is obtained on the day, by the candidate/parent, and given to the Exams Officer within one day, in every case where an application is to be made. Awarding Bodies will not enter into discussion with candidates, their parents or the Centre as to how much special consideration will be applied, if at all. The maximum that may be applied is 5% and this will be reserved for the most exceptional cases.
- For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, the following minimum requirements must be completed (including coursework):

GCE and A Level:

Normally at least 25% of the total assessment must be completed.

- A Level linear specifications: 25% of the total assessment **must** have been completed.

GCSE:

25% of the total assessment **must** be completed.

Extended Project Qualification (EPQ):

Where the project is not completed, a grade cannot be issued.

- Should a candidate fail to attend an examination without good reason and without informing the school, **parents will be required to pay the entry fees.**
- Misreading the timetable will not be accepted as a satisfactory explanation of absence.

RESULTS AND HOW TO GET THEM

Notification of results

Results will be available for collection from 9:00am onwards on the following dates:

GCE Thursday 15th August 2024

GCSE Thursday 22nd August 2024

If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to school before results day

Candidates who do not collect their results will receive them through the post.

Results may be given out by telephone only in exceptional circumstances with prior written authorisation.

Pass Grades at GCSE are from 9 - 1 Pass Grades for GCE are from A – E

Post Results

If you need post-results advice, for example a review of marking of your paper or a copy of your paper, appropriate staff will be available on Results Day. Be aware there are Examination Board fees and deadlines to work to for this service.

Collection of Certificates

Certificates will be presented at Certificate Evenings during January for GCSE and December for GCE. If you are unable to attend these evening's you may collect from the School **after** these events.

Schools are only legally allowed to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they may only be able to replace by direct application to the appropriate Examination Boards. This will require proof of identity (such as birth certificate) and a substantial fee per Examination Board. You are therefore urged to collect and keep your certificates safe!

APPEALS

The school adheres to the Joint Council for Qualifications (JCQ) 'Guide to the Awarding Bodies Appeals Process'. A copy of this document is available on the school's website to guide you through the process should you need to make an appeal.

<https://www.gov.uk/government/publications/ofqual-student-guide-2024/ofqual-student-guide-2024>

FREQUENTLY ASKED QUESTIONS (FAQs)

Q. What do I do if there's a clash on my timetable?

- A. The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second paper. Although times will appear on your individual candidate timetable, these are subject to change. Therefore, please ensure that you check the final times for your exam on the examination notice board.

Clashes will be rectified and changes notified to students on the Examination Board. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both exams are completed.

Q. What do I do if I think I have the wrong paper?

- A. Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and tell the invigilator immediately.

Q. What do I do if I forget my candidate number?

- A. Candidate numbers are printed on seating plans, which are displayed in the exam rooms and on attendance registers. Invigilators will be able to help you find your number. Alternatively, you can check with the Exams Office before going into the exam room.

Q. What do I do if I forget the School Centre Number?

- A. The Centre Number is 52137. This will be clearly displayed in the exam rooms.

Q. What do I do if I have an accident or am ill before the exam?

- A. Inform school at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write, it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible. You will need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf.

Q. What is an Appeal for Special Consideration?

- A. Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. Adjustments for Special Consideration are only ever likely to be small and no feedback is provided. Candidates are only eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the exam or in the production of coursework is affected by adverse

circumstances beyond their control, e.g. illness, accident or injury, bereavement or domestic crisis. The Exams Office must be informed immediately so that the necessary paperwork can be completed within the relevant timescales. The candidate will be required to provide evidence to support such an application.

Q. What do I do if I feel ill during the exam?

- A. Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

Q. If I'm late can I still sit an exam?

- A. You should get to school as soon as possible and report to Reception. If you arrive after the start of the examination you may be allowed to enter. A member of staff will escort you to the exam room. You **MUST NOT** enter an examination room without permission to do so. You will be considered very late if you arrive more than one hour after the Awarding Bodies published starting times for an examination which lasts one hour or more. For examinations that last less than one hour, you will be considered very late if you arrive after the Awarding Bodies published finishing times for the examination, or 30 minutes after the Awarding Bodies published starting times, whichever is later.

NOTE: We have to advise that if you arrive very late for an exam, the Awarding Body is unlikely to accept your work.

Q. If I miss an exam can I take it on another day?

- A. No. Timetables are regulated by the Examination Boards and you must attend on the given date and time.

Q. Do I have to wear school uniform?

- A. Yes. Normal school regulations apply to uniform, hair, jewellery, make up, etc.

Q. What equipment should I bring for my exams?

- A. See list in booklet.

Q. What items are not allowed in the exam room?

- A. Only material that is listed on question papers is permitted in the exam room and students who are found to have any material with them that is not allowed will be reported to the appropriate Examination Board. This will normally result in the student being disqualified from the paper, or the subject concerned.

Bags and coats and any other items not permitted under exam regulations and must be left outside the examination room. Do not bring any valuables into school with you when you attend for an exam as your bags will be unsupervised and the school cannot be held responsible for them.

Q. Why can't I bring my mobile telephone into the exam room?

- A. Being in possession of a mobile phone (or any other electronic communication/digital device, e.g. Ipad, iwatch or headphones) is regarded as a form of communication and could therefore allow you to cheat, and is subject to severe penalty from the Awarding Bodies.

If there is a genuine reason for bringing a mobile phone to school, they should be left with the exams office before entering the exam room. You are responsible for collecting it at the end of the exam, or the school day, before you leave the school premises.

Q. How do I know how long the exam is?

- A. The length of the exam is shown in minutes on your individual statement of entry under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a board at the front of the exam room. There will be a clock in all exam rooms.

Q. Can I leave the exam early?

- A. It is a requirement of the Examination Boards that you must stay in the exam room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). It is not the school's policy to allow candidates to leave the exam room early as this is disruptive to other candidates. A candidate may not leave the exam room without the permission of the invigilators.

Q. What do I do if the Fire Alarm goes?

- A. The Invigilators will tell you what to do. If you have to evacuate the room, leave everything on your desk and leave the room in silence. You MUST NOT attempt to communicate with any other candidates during the evacuation. This will lead to disqualification from the exam. You should go with the invigilator to the tennis courts but must not go to join your form group.

Q. Can I go to the toilet during the exam?

- A. If it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time.

Q. If I have more than one exam on a day can I get lunch at school?

A. Students who have exams in both morning and afternoon sessions may obtain lunch in the restaurant in the usual way, or bring a packed lunch.

Q. Why do I need to check the details on the Statement of Entry?

A. The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates do not match your birth certificate it could cause you problems if you are asked to show your certificates to a college/university or potential employer or at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

Q. I am entitled to extra time – how will this affect the way I take my exam?

A. Some students receive an allowance of extra time. Where possible such candidates will be seated together to minimise disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your exam on the board.

Q. What do I do if I don't get the grades I need for college?

A. Teaching staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your result (EAR), you should first consult the Head of Subject to obtain their advice as to the advisability of requesting a review of marking. You should be aware that your mark could go down as well as up, or even stay the same.

For a priority GCE review of marking a request may be submitted to the Exams Office by (date) and all other levels by (date). You must complete the (name of form) and return it with a cheque to cover the appropriate cost (for the service requested).

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