



**Woodrush High School**  
An Academy for Students aged 11-18

**EXAMINATIONS 2018-2019**

**GUIDANCE FOR  
STUDENTS & PARENTS**

**Centre Number: 24185**

**School Telephone No: 01564 823777**

**Examinations Officer: Miss Stables**

## **INTRODUCTION**

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

Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and Woodrush High School is required to follow them precisely. You should, therefore, pay particular attention to the "Information for Candidates" notice that is printed on the following page.

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 examinations please contact Miss Stables or Miss Pagett in the Exams Office:

<b>Miss Stables</b>	Examinations Manager
<b>Miss Pagett</b>	Examinations Assistant

The school telephone number is: **01564 823777**

**Remember – we are here to help.**

**GOOD LUCK!**



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------

## Information for candidates For written examinations – effective from 1 September 2017

This document has been written to help you. Read it carefully and follow the instructions.  
If there is anything you do not understand, especially which calculator you may use, ask your teacher.

<b>A</b>	<b>Regulations – Make sure you understand the rules</b>
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You must not take into the exam room: <ul style="list-style-type: none"> <li>• notes;</li> <li>• potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device.</li> </ul> <p>Any pencil cases taken into the exam room must be see-through.</p> <p><b>Remember:</b> 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.</p>
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
<b>B</b>	<b>Information – Make sure you attend your exams and bring what you need</b>
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
<b>C</b>	<b>Calculators, Dictionaries and Computer Spell-checkers</b>
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> <li>• make sure it works properly; check that the batteries are working properly;</li> <li>• clear anything stored in it;</li> <li>• remove any parts such as cases, lids or covers which have printed instructions or formulas;</li> <li>• do not bring into the exam room any operating instructions or prepared programs.</li> </ul>
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D</b>	<b>Instructions during the exam</b>
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> <li>• you think you have not been given the right question paper or all of the materials listed on the front of the paper;</li> <li>• the question paper is incomplete or badly printed.</li> </ul>
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.
<b>E</b>	<b>Advice and assistance</b>
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: <ul style="list-style-type: none"> <li>• you have a problem and are in doubt about what you should do;</li> <li>• you do not feel well;</li> <li>• you need more paper.</li> </ul>
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F</b>	<b>At the end of the exam</b>
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

## **BEFORE THE EXAMINATIONS**

### **STATEMENTS OF ENTRY:**

- All candidates receive a statement of entry from school indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct. Some subjects only have one tier of entry, some have Foundation or Higher tiers.
- You must check everything on your statements of entry very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded.

### **EXAMINATION BOARDS**

- The school uses the following examination boards: AQA, Edexcel, OCR, CIE and Educas/WJEC

### **CANDIDATE NAME:**

- Candidates are entered under the name format of Legal First Name + Legal Surname, e.g. Adam Smith.

### **CANDIDATE NUMBER:**

- Each candidate has a four-digit candidate number. This is the number you will enter on all examination papers. It will appear next to your name on seating plans and examination registers. Your candidate number is on your statement of entry and timetable. **Please learn it.**

### **UCI:**

- In addition to a candidate number, each candidate has a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of statements of entry. This number will usually begin with the Centre Number (**24185**) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

### **TIMETABLES**

- You will receive an individual timetable showing your own specific examinations with details of date, time, and duration of exam, venue and seat number. Check it carefully. If you think something is wrong see Miss Stables or Miss Pagett in the Exams Office immediately.
- A few candidates have a clash where two subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates only. You must check your individual timetable and see Miss Stables if you are unsure what to do. If you think there is a clash on your timetable that has not been resolved, please see Miss Stables or Miss Pagett immediately.

### **CONTACT NUMBERS**

- Please check that school has at least one up-to-date contact number for you.

## **EXAM EQUIPMENT – WHAT DO YOU NEED?**

**It is your own responsibility** to arrive at all of your exams **fully equipped** with everything you need.

For your exams every student will need:

- ✓ **2 Black ball point pens**
- ✓ **2 Pencils**
- ✓ **Rubber**
- ✓ **30cm Ruler**
- ✓ **Calculator**
- ✓ **A pair of compasses**
- ✓ **Pencil Sharpener**
- ✓ **Protractor**
- ✓ **A clear Pencil case**

**Coloured Pencils** (not gel pens) will be required for the following subjects:

- Geography
- Film Studies
- Product Design

Some other exams may require other subject specific equipment which you should check with your subject teacher prior to your exam.

The School has a **very limited supply** of equipment and cannot guarantee to lend you any of the items you have failed to bring yourself. Time spent borrowing the school's equipment could result in you not having sufficient time to complete your exam paper resulting in a lower grade.

**PLEASE ENSURE THAT YOU HAVE A FULL SET OF EQUIPMENT BEFORE  
THE EXAM SEASON BEGINS**

## DURING THE EXAMINATIONS

### EXAMINATION REGULATIONS

- A copy of “Warning to Candidates”, which is issued jointly by all the Examining Boards, is printed at the end of this booklet. All candidates must read this carefully and note that breaking any of the examination rules or regulations could lead to disqualification from all subjects. The school **must** report any breach of regulations to the awarding body.

### ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped.
- **Candidates must arrive 10 minutes prior to the start time of their examination.** Please wait quietly outside your exam room until you are invited to enter by the examination invigilators.
- Candidates who arrive late for an examination may still be admitted but will not receive any additional time. If special consideration applies then you must speak to the Examinations Officer (see ABSENCE FROM EXAMINATIONS).
- Full school uniform **must** be worn by all students attending school for examinations.
- Bags, books and coats must be left at the back of the exam room.
- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. **You must either use a transparent pencil case or clear plastic bag.**
- Pens must be **black** ink or ballpoint. No correction pens are allowed.
- For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new.
- Please make sure that any watch alarms are turned off.
- Do not attempt to communicate with or distract other candidates.
- Examination regulations are very strict regarding items that may be taken into the examination room (see page 5 and FAQs at the end of this booklet). If you break these rules you will be disqualified from the examination and possibly from all other examinations on your timetable.
- **Mobile telephones and smart watches MUST BE SWITCHED OFF AND HANDED IN AT THE BEGINNING OF THE EXAMINATION.** If a mobile phone or smart watch (or any other type of electronic communication or storage device) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate exam board which may result in disqualification from all examinations. No exceptions can be made.
- Wrist watches may be taken in to the exam room but **MUST** be removed and placed face up on your desk. There are no exceptions.
- Bottled water is allowed in the examination rooms and must be in a **clear bottle with the label removed.**
- Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.

- Do not graffiti or write offensive or inappropriate comments on examination papers – if you do the examination board may refuse to accept your paper.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.
- Check you have the correct question paper – check the subject, paper and tier of entry.
- Read all instructions carefully and number your answers clearly.
- Candidates must stay in the examination room for the full duration of the exam. 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 have completed your details correctly.
- At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them together in the correct order.
- Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. **Remember you are still under examination conditions until you have left the room.**
- Question papers, answer booklets and additional paper must NOT be taken from the exam room.
- Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.
- If the **fire alarm** sounds during an examination, the examination invigilators will tell you what to do. Don't panic. If you have to evacuate the room 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. Leave everything on your desk. **You must not attempt to communicate with anyone else during the evacuation.** 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.

## INVIGILATORS

- The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Subject specialist teachers will normally be present at the start of an examination only.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators or members of the Senior Management Team. A report will be sent to the relevant exam board and you may be disqualified from that subject and possibly all exams in that season.

## **ABSENCE FROM EXAMINATIONS**

- If you experience difficulties during the examination period (e.g. illness, injury, personal problems) please inform school at the earliest possible point so we can help or advise you.
- Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examination Officer without delay in all cases where an application is to be made for special consideration. A self-certification form (JCQ/ME Form 14) can be obtained from the Examinations Officer which can be countersigned by your doctor or nurse.
- For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a minimum % of the award (including coursework) must be completed.
- Parents and candidates are reminded that the school will require payment of entry fees should a candidate fail to attend an examination without good reason and without informing the school. Failure to pay may result in your examination results being withheld.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

## AFTER THE EXAMINATIONS

### NOTIFICATION OF RESULTS

Results will be available for collection on:

#### **A-Level Results**

**Thursday 15<sup>th</sup> August 2019 from 7.30am to 11.00am**

#### **GCSE Results**

**Thursday 22<sup>nd</sup> August 2019 from 10am to 12.00pm**

- 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.
- If you wish to receive your results by post please supply a stamped addressed envelope to the Exams Office.
- Candidates who do not collect their results on results day may collect them from reception when the school re-opens.
- No results will be given out by telephone under any circumstances.
- Pass Grades at GCSE are from A\* - G or 9-1

### PRESENTATION OF CERTIFICATES

- A Presentation Evening will take place in December when it is hoped that you will be able to attend to receive your certificates. Invitations to students and their parents will be sent out with full details nearer the time.
- Students who are unable to attend the Presentation Evening will be able to collect their certificates from the school office after the Presentation Evening. Certificates will not be given to anyone other than the candidate without the candidate's written authorisation.
- Woodrush High School is only obliged 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 can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board. **You are therefore urged to collect your certificates on the Presentation Evening or as soon as possible thereafter and to keep them safely.**

## **FREQUENTLY ASKED QUESTIONS**

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

- 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 short break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable (not the statement of entry) and will receive a letter explaining the clash. 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 examinations are completed. If in doubt consult the Examinations Officer.

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

- 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?**

- 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.

### **Q. What do I do if I forget the school Centre Number?**

- The Centre Number is **24185**. It will be clearly displayed in the examination rooms.

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

- 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 (see below).

### **Q. What is an appeal for Special Consideration?**

- Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, or domestic crisis. The Examination Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and 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?**

- 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 miss the examination can I take it on another day?**

- No. Timetables are regulated by the exam boards and you must attend on the given date and time.

**Q. If I'm late can I still sit the examination?**

- Provided you are not more than 1 hour late, it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to the exam room. It may not be possible to allow you any extra time if you start the examination late. You should also be aware that if you start the exam more than 1 hour after the published starting time, the school must inform the exam board and it is possible that the exam 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.

**Q. Do I have to wear school uniform?**

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

**Q. What equipment should I bring for my exams?**

For your exams every student will need:

- ✓ **2 Black ball point pens**
- ✓ **2 Pencils**
- ✓ **Rubber**
- ✓ **30cm Ruler**
- ✓ **Calculator**
- ✓ **A pair of compasses**
- ✓ **Pencil Sharpener**
- ✓ **Protractor**
- ✓ **A clear pencil case**

**Coloured Pencils** (not gel pens) will be required for the following subjects:

- Geography
  - Film Studies
  - Product Design
- Some other exams may require other subject specific equipment which you should check with your subject teacher prior to your exam.
  - You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

**Q. What items are not allowed into the examination room?**

- Only material that is listed on question papers is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- Bags and coats and any other items not permitted under examination regulations must be left in the care of the invigilators at the back of the room. Do not bring any valuables into school with you when you attend for an examination.
- No food or drink (except bottled water in a clear bottle) is allowed in the exam room.
- Technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smart watch or a wrist watch which has a data storage device.

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

- The length of the examination is shown in minutes on your individual timetable 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 the board at the front of the exam room. There will be a clock in all examination rooms.

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

- If it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time. You will not be allowed to go to the toilet in the last 20 mins of an exam or more than once during an exam except in extremely exceptional circumstances.

**Q. Can I leave the exam early?**

- It is a requirement of the exam boards that you must stay in the examination 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 examination room without the permission of the invigilators.

**Q. What do I do if the fire alarm goes?**

- The examination 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.

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

- Pupils who have examinations in both morning and afternoon sessions may obtain lunch for the dining hall in the usual way or bring a packed lunch.

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

- The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or for college/university 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 exams?**

- Some students receive an allowance of 25% extra time. Where possible such candidates will be seated together to minimise disturbance from other candidates who finish earlier. Any student with an extra time allocation **MUST** make use of it and will not be allowed to leave the examination before their extra time is up.

The following policy outlines the procedures to follow if you wish to make an appeal regarding your internal assessment(s):

### **Woodrush High School Internal Appeals Policy**

#### **Internal Appeals**

Student appeals of grading decisions must follow the school Internal Appeals Policy. All student handbooks contain the following section so that students know how to make an appeal.

Any student has the right to appeal.

Appeals can only be made against the marking process and not the mark.

You must lodge an appeal within one week following grading. The formal procedure is as follows:-

#### **Candidate appeals procedure (internal marking)**

Your work in will be marked by your teacher and checked by another member of staff who has been appointed as an internal verifier. We do our best to ensure your marks are fair. If you think an assessment is unfair you can appeal. We have a special appeals procedure which includes:

- A formal system of recording appeals
- Prompt responses within clearly stated times
- Stages that give all parties the opportunity to put forward their case
- Clear outcomes at each stage
- Constructive feedback to the candidate

#### **Stage 1 Assessor and Candidate**

If you disagree with an assessment you must discuss your reasons with the teacher who carried out the assessment as soon as possible. Normally this would be immediately after you receive the assessment mark. If this is not convenient, you should arrange an appointment. Your teacher will consider your reasons and look again at your work. You will then be given a written response, with explanation, which will be either

- The changed mark
- A confirmation of the original mark

If you agree with the decision then the appeal stops at that point. If you are still unhappy with the decision, you must tell your teacher immediately and your appeal will go to stage 2

#### **Stage 2 Internal Verifier**

Your teacher will pass on to the internal verifier the following information:

- Your work with the original mark
- The teacher's written explanation of the assessment decision

The internal verifier will reconsider the assessment decision taking into account the following:

- Your reason for appeal
- Your record of assessment

- The teacher's reasons for the assessment mark
- If necessary, the opinion of an assessor from another Centre

The internal verifier will either:

- Uphold the original mark
- Uphold your appeal

You will be provided with a written explanation.

If you are still unhappy with the decision you must tell the verifier and the appeal will go to stage 3.

### **Stage 3 Senior Manager**

A nominated Senior Manager from the school delivering the part of the program the assessment refers to will review the decisions made by the teacher and internal verifier. You may make a submission to the Senior Manager either in person or in writing. The Senior Manager will speak to both the teacher and the verifier and will then discuss the matter in private with the Senior Leadership team. All discussions and decisions will be recorded and decisions reported back to the candidate and teachers. The decision made at Stage 3 is final.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------

## Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
  - sit an examination in the name of another candidate;
  - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other 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.
5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

Effective from 1 September 2014