



**Wadebridge School**

**Exams Handbook**

**2023-24**

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## Introduction

It is the aim of Wadebridge 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. Please keep this in a safe place so that you may refer back to it as and when you need to.

The regulatory and awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and Wadebridge School is required to follow them precisely. You should therefore, pay particular attention to the Warning to Candidates and Unauthorised Items Posters on the following 2 pages.

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/carers have any queries or need help or advice at any time before, during or after the examinations please contact:

The Examinations Officer - Mr Adam Lee

The school telephone number is: 01208 812881

E-mail: [alee@wadebridge.cornwall.sch.uk](mailto:alee@wadebridge.cornwall.sch.uk)

Remember - we are here to help.

Good luck.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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## Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an 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.**



AQA

City & Guilds

CCEA

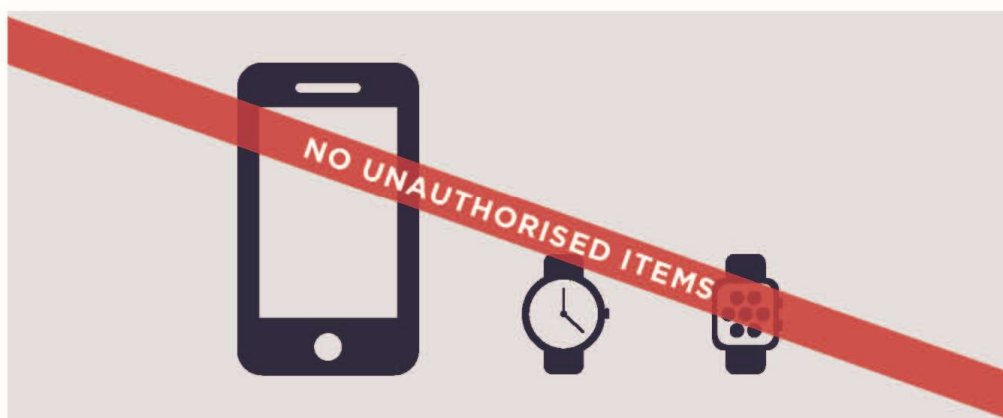
OCR

Pearson

WJEC

# **NO MOBILE PHONES NO WATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION**



**Possession of unauthorised items, such as a mobile phone  
or any watch, is a serious offence and could result in**

# **DISQUALIFICATION**

**from your examination and your overall qualification.**

This poster must be displayed in a prominent place outside each examination room.

©JCQ<sup>CIC</sup> 2022 – Effective from 1 September 2022

# **Before the Examinations**

## **Examination Boards**

The School uses the following Examination Boards:

AQA  
Pearson (also known as Edexcel)  
OCR  
WJEC-Eduqas  
NCFE

## **Candidate Name**

Candidates are entered under the name format of Legal First Name + Legal Middle Name(s) + Legal Surname, e.g. Adam John Smith. Please note that exam certificates are printed with the name candidates are entered with.

## **Candidate Number**

Each candidate has a four-digit candidate number for most exams (NCFE and Pearson BTEC use a different number). This is the number you will enter on examination papers. It will appear next to your name on seating plans and examination registers. Your candidate number is on your seating desk card which is placed on your exam desk prior to each exam.

## **Unique Candidate Identifier (UCI)**

In addition to a candidate number, each candidate must have 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 (53641) 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**

If you have not received an exam timetable for an upcoming exam season, please see Mr Lee as soon as possible in the main office. Please also raise any queries with Mr Lee.

## **Contact Numbers**

Please check that school has at least one up-to-date contact number for you. We need a current number in case you are late for an exam or if you should become ill during an exam and we need to arrange for you to be collected.

## **Equipment**

Make sure you have all the correct equipment before your examinations. Check the regulations in the Notice to Candidates and the information on the following pages and check with your subject teachers.

## **Some Helpful Advice**

## **Food**

If you were doing a sport, and had a game, eating the right food during the week before will help improve your performance and energy levels. Exams should be treated the same way, as your brain uses 25% of your body's energy. Think about that for a minute, a quarter of every meal goes to your brain! So, if you don't eat properly, your brain cannot function at its best.

The night before the exam you must eat well. Eat a decent meal, your body needs to break it down and digest it so that you have a good supply of energy in the morning. Make sure you have lots of carbohydrates to give you a store of energy.

On the morning of the exam have a breakfast. Ideally something without too much sugar (your body will use this quickly, give you a "rush" and then you will feel flat and tired during the exam). Have something with complex carbohydrates (muesli, Weetabix, brown bread toast, etc.), this will break down slowly and give you a steady, constant trickle of energy.

During the exam, have some sweets (no wrappers, in a clear container or plastic bag only) and some water with you (clear bottle, no labels). Keep the sweets on the desk so that they can be seen. Don't go overboard, or eat something noisy, otherwise they will be confiscated, but a packet of extra strong mints will be a good idea, as sucking on one every ten minutes or so will give you an energetic top up throughout the exam.

Some days you will have a number of exams, so make sure that you eat and drink in between. Do not drink caffeine before or during the exam (coffee, tea, coke, Red Bull etc.) as again these will give you a big rush of energy, and you will then feel flat and tired a few minutes later. Drink water instead.

## **Relaxation**

The night before an exam try to relax. Go for a walk, get some fresh air, or do some exercise. Your brain "files" thoughts when you relax or exercise. If you don't give it time to do this you will not remember all of the things that it is "juggling". Down time is important.

On the morning of the exam, don't stand with your friends asking things like "have you revised for this?", "how much revision have you done?", "do you know what this theory is?". What answers can they give you that will make you feel better? This kind of pre-exam talk just makes everyone more nervous. If you have questions about the subject talk to your teachers or look in a book, this will not make you feel more stressed. Try to help each other unwind a little. However, as soon as you enter the exam room, it's exam time, and that's when you need to focus.

## **Feeling nervous - don't worry**

Adrenaline is natural and is a response to your surroundings. Adrenaline is the hormone that gives you butterflies and makes you feel nervous. This is a natural feeling! Adrenaline increases the speed that your nerves work at. Although it's not a nice feeling, it can actually help you.

If you find that you go blank, stop, breathe deep, and try a little brain gym (not the jumping around stuff obviously, but the twiddling of fingers is good). This will help send blood to the parts of your brain that need it and will "remove the block". Alternatively, you can close your eyes and think of a nice beach to help you relax, again this should "shift the block". Your brain is trying to organise thoughts and is struggling, so it needs time to "file". However, if none of this works, move on to the next question and come back to the one that you are stuck on later.

## **Exercise**

As mentioned above, exercise is vital during exam time as it really makes a huge impact. Exercise decreases stress levels by making the body release endorphins (the body's feel good chemicals). You think a lot clearer after exercise, and can get things in perspective much more easily. By exercise, we don't just mean sport. You can go for a cycle, go for a run, but in reality, going for a walk each night will make you feel a lot better. A student at this school a couple of years ago was breaking down in tears every day because she was so worried. She then started taking a twenty-minute walk on the beach each night (she was lucky enough to live near to the sea) and everything fell into place for her. Her results were fantastic and she thinks that the exercise had a big impact upon this.

## **Timing**

Your teachers will have prepared you very well for using the time in the exam. However, if you are one of those who always finishes early, stopping in the middle of the exam to collect your thoughts and rest is a good idea.

On the morning (or afternoon) of the exam get into school early so that you don't have to rush. If you rush, you are giving yourself another stress to deal with right when you don't need it.

Please note: Dates for The Royal Cornwall Show in 2024 are Thursday, 6<sup>th</sup> and Friday, 7<sup>th</sup> June 2024. Candidates with an exam on these dates, should ensure that they allow sufficient time to travel to school.

## **Further Information**

A number of other relevant exams documents and information is published on the school website: <https://www.wadebridge.cornwall.sch.uk/our-school/exams>



# **During the Examinations**

## **Examination Regulations**

Copies of the JCQ Warning to Candidates and the Unauthorised Items posters, which are issued jointly by all the Examining Boards, are printed at the front of this booklet. All candidates must 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 Awarding Bodies.

## **The Actual Exam**

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed (i.e. school uniform) and equipped. Candidates must arrive 10-15 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 the examining body may decide not to mark your paper. If special consideration applies, then you must speak to the Examinations Officer (see Absence from Examinations in this document).

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 should be black ink or ballpoint.

No correction fluid or 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.

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 FAQs at the end of this booklet). If you break these rules you may be disqualified from the examination.

Mobile telephones, all watches (including smart watches, digital watches and analogue watches) **MUST NOT BE TAKEN INTO THE EXAMINATION ROOM**. If a mobile phone (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. No exceptions can be made. It is the decision of the exam board as to what action will be taken and could include a zero mark for that paper, disqualification from that subject or disqualification from all subjects.

No food other than a small pack of sweets is allowed in the examination rooms. These must be free from any wrappers and in a clear container or bag.

Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.

Please do not write on your hands, arms etc. Check that you have nothing written on yourself before entering the exam room. Any writing discovered after an exam has begun must be

reported to the exam boards and could result in sanctions including disqualification. Invigilators cannot know if writing was present before the exam and even if it was, it would be treated in the same way as unauthorised materials, i.e. in the same way as paper notes.

Do not draw graffiti or write offensive comments on examination papers - if you do, the examination board may refuse to accept your paper and you may be given a zero mark. Do not write on or damage your identification desk card.

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 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), so please remember to visit the toilet before any exams begin. 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, ensure you have written your details on the additional material and place these inside the main exam paper/answer book.

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, possibly in other rooms.

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, these people are members of staff. 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.

Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators or a member of the Senior Leadership Team and will be reported to the exam board.

## **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/carer and given to the Examination Officer without delay in all cases where an application is to be made for special consideration.

For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, one whole component, which is a minimum of 15% of the total assessment, must have been completed (GCSE AQA, OCR, Pearson and WJEC/Eduqas specifications).

Parents and candidates are reminded that the school will require payment of entry fees (typically between £40 and £80 per subject) should a candidate fail to attend an examination without good reason and without informing the school.

Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

## **Contingency Days**

The following dates/sessions have been set as contingency in the event of national or significant local disruption to exams. Students are expected to be available:

Thursday, 6<sup>th</sup> June 2024 - afternoon (1pm onwards)  
Thursday, 13<sup>th</sup> June 2024 - afternoon (1pm onwards)  
Wednesday, 26<sup>th</sup> June 2024 - all day (9am onwards)

## After the Examinations

### Notification of Summer Results

Results will be available for collection from the Main Hall on:

**Thursday, 22<sup>nd</sup> August 2024**  
**8.30am to 11am**

If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to Mr Lee before the end of term. A form to do this is provided in this document or can be obtained from Mr Lee.

Candidates who do not collect their results on GCSE results day will receive notification through the normal post. Letters will be posted on results day and cannot be posted before results day.

No results will be given out by telephone under any circumstances; this is to comply with Data Protection and ensure that no one else gets your results. We can email you your results but this email will only be sent to your Wadebridge School WS email account. Please note these accounts will be closed down when the new term begins in September.

### Results Queries

If you wish to query your result please see Mr Lee, Examinations Officer immediately or email [exams@wadebridge.cornwall.sch.uk](mailto:exams@wadebridge.cornwall.sch.uk)

There is a fee for each query and these vary from Board to Board. You must also be aware that there is a chance your grade could be lowered. All applications must be made in writing by the student, following discussion with the subject teacher. The outcome of an appeal can take some time, due to the many processes the examination Boards need to complete. There is a deadline for submitting post results services, please consult the individual examination board website for dates or contact the school for assistance. Further details will be provided on results day.

### Exam Certificates

Exam boards provide certificates directly to the school once all post-results actions have been completed. This is usually in November. A communication will be sent out once certificates are available for collection. The candidate must collect and sign for their certificates in person, unless they provide written permission naming someone else to do so on their behalf. Students will be asked to provide the school with a personal email address, which will be used to notify candidates when certificates are available for collection.

## Frequently Asked Questions (FAQs)

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?

You will have a personalised exam card on your exam desk which will show your name, exam number, photo and centre number (please do not deface this exam card).

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

The Centre Number is 53641. It will be clearly displayed in the examination rooms and is printed on your exam card.

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

If you are ill and are unable to attend an exam it is vital you phone the school first thing in the morning (01208 812881) to inform us. Please be very clear stipulating which exam you will miss. We can then provide help and advise you.

You must also obtain a note from your doctor/GP or hospital detailing the reason for non-attendance. There is the possibility of submitting this note to the Examinations Board to ask for special consideration. The Board looks at this in conjunction with other exam marks from the student in that particular subject, coursework marks and possibly trial exam marks. This will then sometimes enable them to adjust the mark and grade accordingly.

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.

If in doubt - PHONE THE SCHOOL.

If you do not attend an exam without a valid reason, you will be charged for that exam and the exam board will give you a zero mark.

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). Candidates should be aware that any adjustment is likely to be small and no feedback is 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'm late can I still sit the examination?

Provided you are not more than 1 hour late after the published exam start time (for exams lasting 1 hour or more), it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the exam room. You must not enter an examination room without permission after an examination has begun. If starting an exam late, you will have the full time to complete the exam.

You should also be aware that if you start the exam more than 1 hour after the published starting time (for exams lasting 1 hour or more or the published end time of an exam if less than 1 hour), the school must inform the exam 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.

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. What equipment should I bring for my exams?

For most exams you should bring at least 2 pens (black ink only), 2 x HB pencils, a calculator (with no lid or cover), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor and coloured pencils/crayons (not gel pens). You may bring and use a highlighter to highlight questions but you must not highlight your answers.

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 (e.g. an anthology) 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 outside or in a designated location in the exam room where candidates will not be able access them. Do not bring any valuables into school with you when you attend for an examination.

No food is allowed in the exam room, without prior arrangement with Mr Lee, but you are encouraged to bring a small unlabelled bottle of water. You may bring a small pack of sweets if removed from wrappers and in a clear container or bag.

Mobile telephones and watches (including smart, digital and analogue watches) must not be brought into the exam room, even if they are turned off.

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

Being in possession of a mobile phone or smart watch (or any other electronic communication device, e.g. ipod, airpods, headphones etc.) is regarded as cheating and is subject to severe penalty from the awarding bodies. Each exam room will have a digital or analogue clock visible to students.

Sanctions range from warnings to being disqualified from all subjects. A ban may also be implemented on taking future examinations for a period of time.

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 a board at the front of the exam room. There will be a clock in all examination rooms.

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. Please advise any employers that during the exam period there is a chance you may well be late for work. This is due to exams often overrunning for a variety of reasons.

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. 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.

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

Some students receive an allowance of extra time (10%, 25%, 50% etc.). Where possible such candidates will be seated together to minimize 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.

## Exam Check List

Aim to arrive at school 10 -15 minutes prior to an exam AT THE LATEST. It is much better to leave yourself a safety margin on timings in case of problems with the journey.



Note: Royal Cornwall Show on Thursday 6<sup>th</sup> and Friday 7<sup>th</sup> June 2024 - allow plenty of time for travel.



When taking exams, bags and coats should be left outside the room or in the designated location in the exam room. Please be sensible and do not bring anything of value into school.



Phones - Students must not have mobiles phone, watches or smart watches in their possession (either on or off). This is very important - if a phone is found, there is a good chance that you will be disqualified from that exam, the whole subject or potentially all exams.



You should not have notes, airpods, earbuds, headphones, MP3 players etc. in your possession.



You should bring black pens, HB pencils, a rubber and any other writing equipment needed to your exams. Only clear pencil cases are allowed on your desk, any others should be left in your bag. Do not use gel pens - this is because many of the exam papers are now scanned and sent electronically for marking - gel pens do not scan well. No Tippex or correction fluid is allowed.



In an exam where you have the use of a calculator, you should not have a calculator cover on your desk.

Sshh!

There is absolutely no talking or communication between students once you enter the exam hall. If you have any questions, you should raise your hand once seated and an invigilator will come to you.



No food is allowed in the exam room except a small pack of sweets with wrappers removed in a clear container or clear bag. If you have a special requirement, please see Mr Lee, Exams Officer, before the exams.



Clear water bottles ARE allowed in the exam room, BUT they must have the label removed.



## Results

GCSE results day is Thursday, 22<sup>nd</sup> August 2024.

Students will be able to collect results in person from the Main School Hall **between 8.30am and 11am**. Any results which have not been collected at that time will be put in the first-class post to the home address.

If you want results emailed, collected by somebody different, or if you want them posted to a different address, please complete the form below and return it to Mr Lee, Examinations Officer, Wadebridge School. Results will not be given to any other person without this written consent and NO results will be given over the telephone.

✂.....

Name of Student .....

Tick to have results emailed to your school WS email address: ☐

Name of person collecting results (if not named student):

.....

Address to which results should be sent (if not home address):

.....

.....

.....

Postcode: .....

Signed (student)..... Date.....