



Wixams Academy

Centre Name: Wixams Academy

GCSE EXAMINATIONS 2023

**GUIDANCE FOR
STUDENTS & PARENTS / CARERS**

Candidate Name:

Candidate No:

Tutor Group:

Centre Number: 15177

School Telephone No: 01234 608950

INTRODUCTION

It is the aim of Wixams Academy 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 Wixams Academy is required to follow them precisely. You should therefore pay particular attention to the “Notices to Candidates” booklet which has been issued with this booklet.

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:

The Examinations Officer – **Mrs M Morrin**

The school telephone number is: **01234 608950**

The exams office telephone number is: **Extension 168**

Remember – we are here to help.

GOOD LUCK!

BEFORE THE EXAMINATIONS

EXAMINATION BOARDS

- The School uses the following Examination Boards: AQA, Edexcel, OCR

CANDIDATE NAME

- Candidates are entered under their legal name.

CANDIDATE NUMBER

- Each candidate has a four-digit candidate 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 individual timetable, please write it on the front of this booklet and learn it.

UCI & ULN

- 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 timetables, and a Unique Learner Number (10 numbers) which will appear on your certificates. These numbers are used for administration purposes and it is not necessary for you to remember them.

TIMETABLES

- A copy of the school's timetable for Summer 2023 has been issued with this booklet. Please follow the times in this copy of the timetable. If you do not receive a copy, please ask your form tutor or the office. You will also receive an individual timetable showing your own specific examinations with details of date and duration of exam. Check your individual timetable carefully. If you think something is wrong see Mrs. Farrow or Mrs. Hepburn 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. It should be clear on your timetable if you have a clash. If you think there is a clash on your timetable that has not been resolved, please see Mrs. Morrin or Mrs. Hepburn immediately.

CONTACT NUMBERS

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

EQUIPMENT

- Make sure you have all the correct equipment before your examinations. Check the regulations in the Notices to Candidates Booklet and the information on the following pages.

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

- A copy of the “Information for Candidates” booklet, which contains all the official rules and regulations that are issued jointly by all the Examining Boards, was issued with 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 Body.

ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking the timetable and arriving at school on the correct day and time, properly dressed and equipped. Candidates must arrive prior to the start time of their examination to attend Just in Time Revision sessions. Candidates will be required to the exam venue 20 minutes prior to the start time. 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.**
- 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 pens/tippex 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 watches are handed in.
- 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 phones, Aipods and All Watches MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM. Hand it in to the invigilators.** If a mobile phone, 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. No exceptions can be made.
- No food or drink is allowed in the examination rooms other than water in clear plastic bottles.

- Please do not write on examination desks. This is regarded as vandalism.
- Do not draw graffiti or write offensive 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 until the exam has finished. If you have finished the paper early 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 your name, centre number and candidate number are clearly written on each sheet.
- 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 them 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 unwell.

- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Candidates who behave in an unacceptable manner will be removed from the examination room by invigilators and members of the Senior Leadership Team.

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 school without delay in all cases where an application is to be made for special consideration.
- Parents and candidates are reminded that the school will require payment of entry fees (usually around £45.00 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.

AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS

- Results will be available for collection on:

**Thursday 24th August 2023
from 9.00 a.m. to 12.00 noon.**

- If you wish any other person (including family members) to collect your results on your behalf, you must give them written authorisation.
- If you know you are unable to attend on results day to collect your results and would like them posted home, please bring a stamped, addressed, A5 size envelope to the School Office before the Summer Holiday.
- No results will be given out by telephone under any circumstances.

POST RESULTS SERVICES (Marking review & Script Requests)

- If you need post-results advice, teaching staff will be available on Results Day. This is to check any issues regarding appealing results.

CERTIFICATES

- Certificates will be available in December. You will be given information on how to collect your certificates when you collect your results in the summer.
- Wixams Academy 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 as soon as they are available and to keep them safely.

FREQUENTLY ASKED QUESTIONS

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

- Please come and see the School Office. Candidates will normally sit one paper then sit the second paper. 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 please speak to the School Office.

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 the card on your desk 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 **15177**. 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 may 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, domestic crisis. The School 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. 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 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. 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 30 minutes after the published starting time, 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. 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.

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 most exams you should bring at least 2 pens (black ink only).
- For some exams you will need a calculator, a 30cm ruler, pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens), set texts (e.g. for English).
- 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 not be taken into the examination room. Do not bring any valuables into school with you when you attend for an examination.
- No food or drink is allowed in the exam room other than water in a clear plastic bottle.
- Mobile telephones must not be brought into the exam room even if they are turned off.

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

- Being in possession of a mobile phone (or any other electronic communication device, e.g. ipod) is regarded as cheating and is subject to severe penalty from the awarding bodies:

The minimum penalties are as follows:

Device found on you and turned **ON** - **disqualification for the entire subject award.**

Device found on you and turned **OFF** – **disqualification from the paper.**

Phone rings during the exam **wherever it is in the room** the exam board must be informed and you may be **disqualified from all papers for the subject (including any already taken).**

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 flip chart or 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 the school's policy NOT to allow candidates to leave the exam room early, as this is disruptive to other candidates.

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 receive extra time.

Q. Why do I need to check the details on the Timetable?

- The details on your Timetable 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. What do I do if I don't get the grades I need for college / sixth form?

- 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 you should first consult the Head of Subject to obtain their advice as to the advisability of requesting a re-mark. You should be aware that your mark could go down as well as up or even stay the same. Re-mark requests must be submitted to the Examinations Office by the deadline given in the Appeals Information which will be issued to you with your results.