



WOODBROOK VALE

2023

EXAMINATIONS GUIDE

INFORMATION FOR PARENTS & STUDENTS

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Year 11 Examinations Guide



The aim of this booklet is to help you to understand what to expect in your forthcoming exams. The Awarding Bodies (Examination Boards) set down strict criteria and rules which must be followed throughout the examination, and Woodbrook Vale School is required to follow them precisely.

You will have previously been issued with the “Information to Candidates” notice, this is printed again at the back of this booklet and should be re-read. It can also be found on the School website under Parents / Exams. If there is anything you do not understand, or you need further information about your examinations, please do not hesitate to contact me.

Mrs Perry
Data and Examinations Manager

Timetables: Before the Examination

You will receive **two** timetables. The first is a **'Statement of Entry'**. This will detail the exams that you have been entered for and the date of the exam. It is your responsibility to report any queries to your subject teacher and Mrs Perry or Mrs Adams immediately.

You will then receive an **'Individual Candidate Timetable'** which includes details such as **date, time, duration, venue and seat number**.

A few students may have a clash where two subjects are timetabled at the same time. The School will make special arrangements for these candidates. If you think there is a clash that has not been resolved, please contact Mrs Perry or Mrs Adams as soon as possible.

The following information will appear on your timetable:

- **Candidate Name**
- **Candidate Number**
- **Unique Candidate Identifier**
- **Centre Number**
- **Unique Learner Number**

Timetables: Before the Examination

Candidate Name

Please check that these are correct as they are the names that will appear on your certificates. These must be your **legal** forename and surname. Please contact Mrs Perry or Mrs Adams if your name is either spelt incorrectly or not your legal name. Failure to do so will result in you being charged for the certificates to be reprinted.

Candidate Number

You have been issued a personal four-digit candidate number. Please remember this as you will need to use this on every examination paper you take at Woodbrook Vale School.

Unique Candidate Identifier

In addition to a candidate number, you must have a Unique Candidate Identifier. This is a set of twelve numbers and one letter and can be found on the top of your timetable. **This number is for office use only.**

Centre Number

Woodbrook Vale School's Centre Number for all examination purposes is 25145.

Examination Regulations: On the Day

Notices are displayed outside each examination room. It is important that you read and understand the regulations, as any breach of these rules could result in you being disqualified from the exam.

Equipment

You should come prepared for your examinations and bring with you the following items. These must be in a **clear** plastic case.

- Photo ID (on desk)
- Black pen
- Pencil
- Ruler
- Eraser
- Protractor
- Compass
- Calculator without a lid

Food & Drink

Food is **not permitted** into the examination room unless there is a medical requirement. Evidence of this should be submitted to Mrs Perry or Mrs Adams prior to the start of the examination season.

Water is permitted into the examination room but must be in a transparent bottle with the label removed or a transparent reusable bottle with no writing

Examination Regulations: On the Day

1 Invigilators

Invigilators are in the exam room to supervise the conduct of the examination. They will distribute and collect the examination papers, tell you when to start and finish, and deal with any problems should they occur. You are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

2 Attendance

You are responsible for checking your own timetable and arriving on the correct day and time. **You must arrive at your exam room at least 10 minutes before the start time of your examination.**

You must attend Examinations in **full school uniform (with blazer) or Woodbrook Vale PE kit, whichever you feel most comfortable in.**

3 Exam Start/Finish Time

Morning	9:00am	Please do not confuse the duration of 1hr 30 for the start time of 1:30pm. Make a note of your exam times in your planner or on your phone.
Afternoon	1:30pm	

The standard start times of examinations are above. However, if you have a clash, or an examination concession, such as extra time, please refer to your exam timetable.

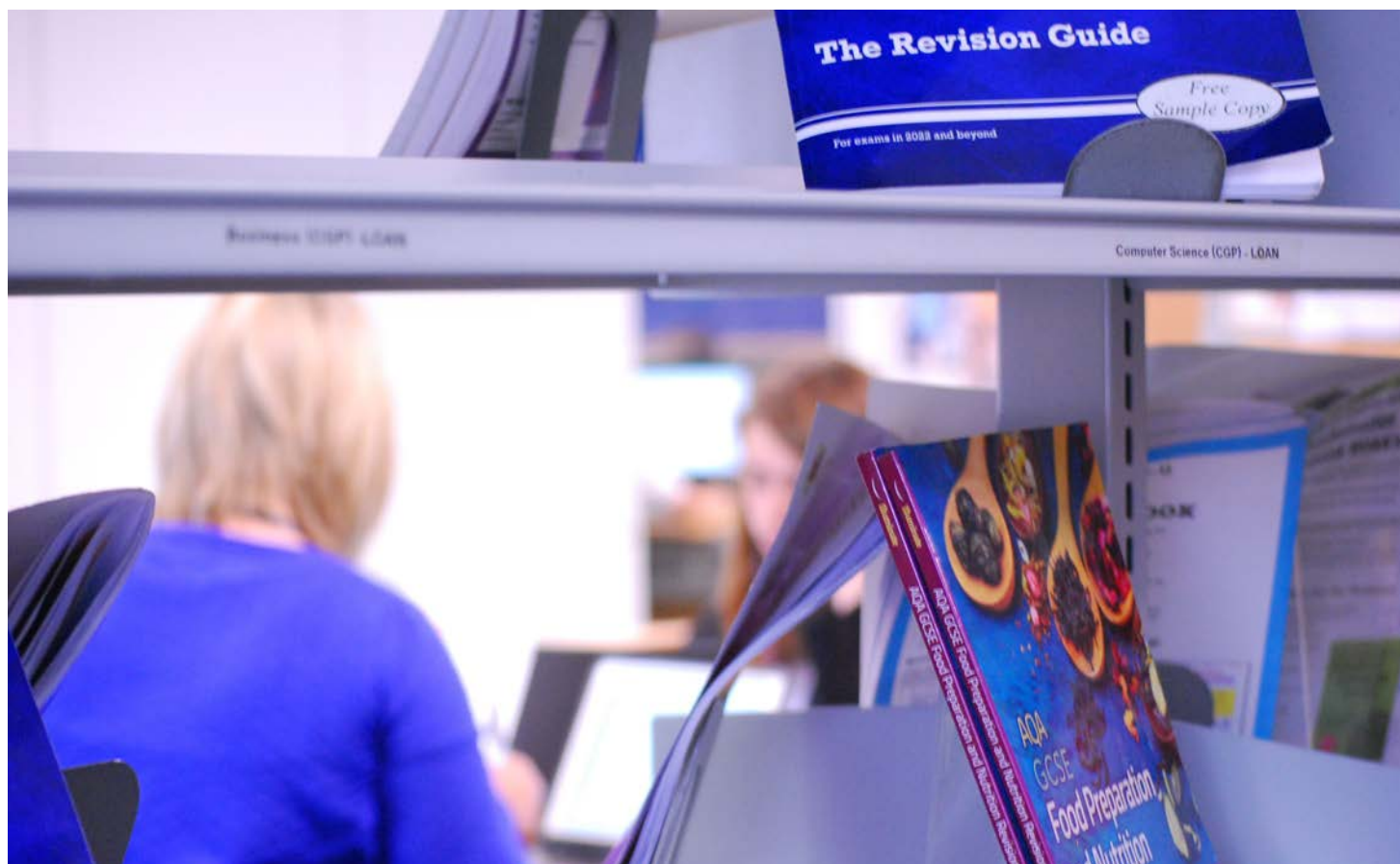
Finish times of the examinations will vary depending upon the length of the specific exam paper. Please note that exams may go past the timings of the school day. You must remain in the examination room until the exam has finished.

Absence from Examinations

If you cannot attend an examination for any reason please inform the school immediately so we can help and advise you. Please telephone the main school reception on **01509 557560**.

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

Woodbrook Vale School will invoice Parents/Carers for failure to attend an examination without medical evidence. The fee for this is the standard Examination Entry Fee for that particular subject. E.g Edexcel English Language is £48.00



After the Examination

Results Day

Results Day is on Thursday 24 August 2023.

Collecting Your Results

Your results are available to collect in person from the school from **9:00am—10:30am**.

If you are unable to collect your results in person, you may bring a stamped addressed envelope to Mrs Perry or Mrs Adams in the Examinations Office, who will arrange for them to be posted out on the day. Alternatively, you may wish to send a letter in prior to results day, advising that the results may be collected on your behalf. Please note the person who is collecting them for you **must** produce identification. **Failure to do so will mean the results will not be issued.**

Certificates

Certificates will be available for collection in November/December once they have been received from all exam boards.

Frequently Asked Questions

1 There is a problem on the day of an examination, who should I call?

If you have any issues on the day of an exam, please call the school reception on 01509 557560.

2 What do I do if I think I have the wrong paper?

The Invigilator will ask you to check your paper before the examination starts. You must check that you have the correct tier (Higher or Foundation) as well. You must put your hand up immediately and advise the Invigilator if you think you have the wrong paper.

3 If I am late can I still sit the Examination?

Late students are permitted to sit the examination at the discretion of the School. If a student is considered very late by the examination board it is possible that they may decide not to accept your work.

Please note that if you arrive for your exam after the published finish time you will not be allowed to sit your exam under any circumstances.

4 If I miss the Examination can I take it on another day?

No. Timetables are set by the Examination Boards not the school, and will be taken nationally at the same time.

Frequently Asked Questions

5 What happens if I take a mobile phone or storage device into the Examination Room?

No mobile phones / iPods / smart watches / watches / data storage devices are allowed in the examination room, **even if they are switched off and in your bag**. If you are found to have such a device in your possession, the school has no choice but to report the incident to the Examination Board. You can hand in your mobile phones to Student Office before your exam if you wish. It will be held securely and will be available for collection after your exam.

Without exception, a student is then disqualified from that examination paper.

6 What do I do if the Fire Alarm sounds?

Stay calm and remain seated. Invigilators will tell you what to do. When evacuated you must leave everything in the room and leave in silence. You must not communicate with any other student during the evacuation.

7 Can I go to the toilet during the Examination?

Toilet breaks are disruptive to other students and so are discouraged. However, if you suffer from a medical condition requiring frequent visits to the toilet, please contact Mrs Perry or Mrs Adams, in confidence, prior to the start of your summer exams. Please note that no extra time is given for any such toilet breaks and the exam finish time will remain the same.

JCQ Information for Candidates

**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.

This document was first published on 1 September 2022. It was amended on 7 February 2023. Where a subsequent amendment has been made, **the text is highlighted in yellow.**

A. Regulations – Make sure you understand the rules

- 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:
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.

Any pencil cases taken into the exam room **must** be see-through.

Remember: 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.

- 5 If you have a watch, the invigilator will ask you to hand it to them.
- 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 or draw offensive or obscene 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.

JCQ Information for Candidates

B. Information – Make sure you attend your exams and bring what you need

- 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.

C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in it;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) **do not** bring into the exam room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spell checker unless you are told otherwise.

JCQ Information for Candidates

D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - (b) the question paper is incomplete or badly printed.
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. **Do not** open the question paper until you are instructed that the exam has begun.
- 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, including those used for rough work.

E. Advice and assistance

- 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:
 - (a) you have a problem and are in doubt about what you should do;
 - (b) you do not feel well;
 - (c) you need more paper.
- 3 **You must** not ask for, and will not be given, any explanation of the questions.

JCQ Information for Candidates

F. At the end of the exam

- 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 any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

JCQ Information for Candidates



AQA

City & Guilds

CCEA

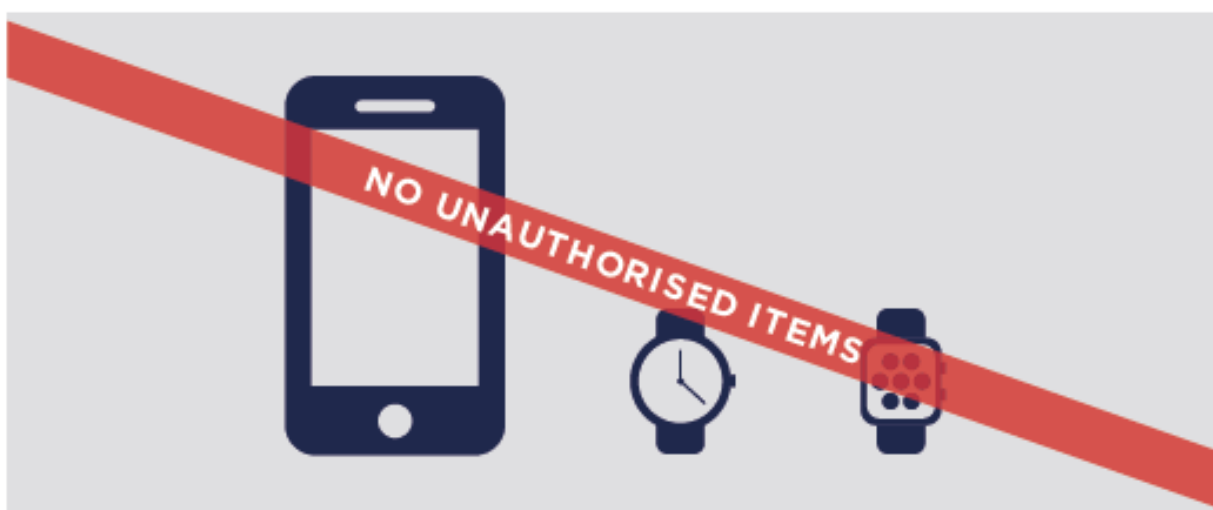
OCR

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 Information for Candidates



Information for candidates Using social media and examinations/assessments



Image by Patrice Jones

This document has been written to help you stay within exam regulations.

Please read it carefully.

We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.

However, it is important to consider what you say and to think about what information is being shared as there are limits to what you can share and you need to be careful not to break the rules. The rules are in place to ensure that exams are fair to everyone, students don't become worried about false rumours and any real issues can be sorted out quickly by the right people.

We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments,

JCQ Information for Candidates



You need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

Please take the time to familiarise yourself with the JCQ rules:
<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>



Further Queries?

If you require further information, please contact either Mrs Perry via email (jperry@wbvs.co.uk) or the Main Office by either email (office@wbvs.co.uk) or phone (01509 557560).



