



WOODBROOK VALE 2026 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 Lindsey 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 Lindsey 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 Lindsey if your name is either spelt incorrectly or is 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 Lindsey 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. 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.

Afternoon 1:30pm

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 £56.40



After the Examination

Results Day

Results Day is on Thursday 20th August 2026.

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 Lindsey 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 / earbuds / smart glasses/earphones / 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 Lindsey, 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.

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 exams.
- 4 You **must not** take into the exam room:
 - (a) notes;
 - (b) AirPods, Earphones/Earbuds, an iPod, a mobile phone, a MP3/4 player or similar device, a watch, smart glasses or any other smart device.

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 you have entered the exam room.
- 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.

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. **Do not** open the question paper until you are told 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. For CCEA examinations, any loose additional answer sheets should be placed **behind** your script.

- 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

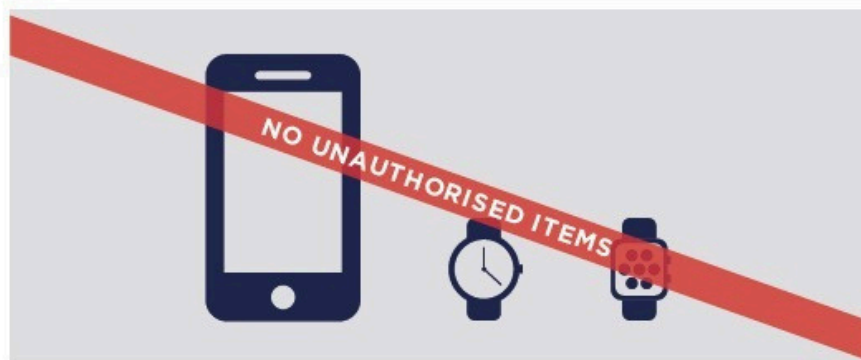
OCR

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

While we like to share our experiences online, when it comes to exams and other assessments, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



Things to do on social media:

- Have fun
- Be responsible
- Report any exam or assessment content you see to your teacher



Things not to do on social media:

- Buy/ask for/share exam or assessment content
- Pass on rumours of what's in exams or assessments
- Share your work
- Work with others so that your assessment is not your own independent work.



If you do any of the above activities, you may:

- Receive a written warning
- Lose marks
- Be disqualified from a part of or all of your qualifications
- Be banned from taking exams and assessments for a number of years

Please take time to
familiarise yourself with the
JCQ rules:

jqc.org.uk/exams-office/information-for-candidates-documents

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>



On your exam day

This checklist will help you to be as prepared as possible for your exams so that you can focus on doing your best on the day.

Before sitting your exams, ensure you know:

- the date, time and location of each of your exams. You might find it helpful to write this information in a calendar or planner.
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam.

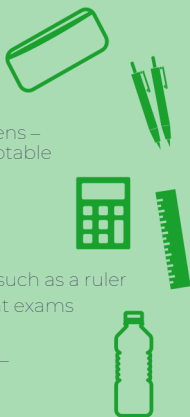
What you cannot take into exams:

- any type of phone
- revision notes
- any type of watch (this includes analogue, digital and smart watches)



What you will need:

- a clear pencil case
- at least two black ink pens – blue pens are not acceptable
- an approved calculator for relevant exams
- appropriate apparatus such as a ruler or protractor for relevant exams
- a clear water bottle if you wish to take one in – it must not have a label



Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator to respond.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- Remember to stay silent – talking to a fellow candidate could result in disqualification from all your exams.

Contingency sessions:

- There are contingency sessions within the Summer 2025 exam timetable – the afternoon of 11 June 2025 and the morning and afternoon of 25 June 2025. Make sure you are available on all three dates even if you do not have an exam.

If you have any questions about your exams, please ask your teacher or exams officer.



Post Exam Results

On the day of you collecting your GCSE exam results, we will ask you to complete and sign 2 forms. The first form is to say you have received your GCSE results, give permission for your name, photograph and results to be used on the schools newsletter, schools website and in the local media and to use your information for post 16 data sharing.

The second form is the **Candidate consent form for access to and use of your examination scripts**. If you are a few marks off the next grade in any of your subjects, your subject teacher will ask to look at your script/s to see if they can find any additional marks. We can only access your exam papers if you provide consent. Occasionally the teachers like to use students' scripts as examples in future lessons. Again, we ask for your permission. As you will no longer be a student of Woodbrook Vale, in order for us to contact you, it is important that you provide us with your personal email address and contact number. If your subject teacher thinks there is a possibility of additional marks and therefore a change in your grade, we will then suggest your exam script is submitted for Review of Marking. **Review of Marking Process**

In order for us to submit your paper for Review of Marking, we will contact you via email as we will require you to sign the **Clerical re-checks reviews of marking and appeals** consent form. Once this is returned to us, we will then submit your paper for Review of Marking with the relevant Exam Board. Once we receive an outcome letter from them, we will share this with you. This stage may take up to a few weeks depending on the volume of papers being submitted by schools across the country. If your exam paper comes back with additional marks and a grade change, we will update our records and send you a new statement of results.

Ofqual Student Guide

Ofqual student guide to exams and assessments in 2026

<https://www.gov.uk/government/publications/ofqual-student-guide-to-exams-and-assessments-in-2026>

- What you need to know before your exams
- What you should know during your exams and assessments
- What happens after you have taken your exams or assessments
- What to do if you think there is a mistake in your results
- Useful contacts

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).

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