



# Wood Green School

## A to Z of Exams

This contains all the information that you will need to sit your exams at school. But if you have any other questions or you are worried about anything to do with exams, then please come and see the Examinations Manager. The Exams Office is located opposite the LRC and is open 9.30am-2.30pm most days.



- **Absence from Exams**

You must attend all the exams for which you have been entered on your Candidate Timetable. Misreading the timetable will NOT be accepted as a satisfactory reason for your absence. If you are ill on the day of an exam, please ensure that your parent/carer contacts the school office by 8.30am to report your absence. The Exams Manager will then contact you to discuss the situation.

- **Access Arrangements**

All arrangements regarding extra time, the use of a laptop, scribe or reader must go through the SENCo. Discuss your requirements with your Form Tutor who will contact the SEN Department. If you have medical issues or an emergency requirement (injury etc.) during your exams, please see the Exams Manager.

- **Access to Corridors and Rooms**

To provide the best possible conditions for sitting exams, we will sometimes close certain corridors to through-traffic and certain rooms. Please obey any "No Entry" signs during exam periods and keep noise to a minimum in exam areas.

# B

- **Bags and Notes**

Bags and notes cannot be taken with you to your examination desk, they must be left at the back or the side of the exam room as instructed by the invigilators. Please do not block fire exits with your belongings.

- **Behaviour**

You must be silent in the exam room, including times when you come in and go out. Once you have entered an exam room, you are not allowed to leave unescorted until the end of the exam, and only then when you are given permission to do so. You will not be allowed to leave an exam early even if you have finished, as this disturbs other candidates. Any talking, misbehaving or distracting other students during an exam will be immediately reported to the Exams Manager who may disqualify you from that exam.



- **Calculators**

Calculators may be used in some exams; your subject teacher will tell you if you are allowed to take it in with you. Calculators are prohibited if they offer the following facilities: language translators, algebra manipulation, internet access, data banks or dictionaries. Calculators must be in “exams mode” and the power supply is YOUR responsibility. The Exams Manager will only allow you to borrow a calculator if yours fails during the exam. Please remove all calculator cases before you enter the exam room.

- **Clashes**

If you have an exam clash involving different subjects, please come and see the Exams Manager as soon as possible to resolve the situation. You may need to go into isolation between exams and will therefore need to bring a packed lunch with you. For A level candidates the maximum amount of total exam time that is recommended is 6 hours in one day, for GCSE candidates this is 5 ½ hours – and you must be scheduled to sit 3 or more exams in that day. An overnight supervision order may be required.

- **Cheating**

Candidates caught cheating in exams, including being in possession of or using a mobile phone, mp3 player, ipod, smart watch, unauthorised aid or notes, and also copying from or communicating with other candidates, will be reported to the Exams Manager immediately. The awarding body will then be informed and you will be disqualified from the exam.

- **Centre & Candidate Numbers**

Your centre is Wood Green School – we have been approved by the awarding bodies to offer qualifications, enter students and conduct the exams. Our centre number is **62247** - you will need to write this on all your exam papers. Your candidate number is 4 digits and is unique to you, it is listed on your Candidate Timetable. You will need to remember this number and write it on all your exam papers.



- **Daily Times**

The seating plans for each day of an exam season will go up on the notice board in the Restaurant. They list all the exams taking place that day, their time, location and the students who have been entered.



- **End of the Exam**

The invigilators will collect your exam papers before you leave the exam room. You must remain silent. You must not take any of the exam materials or question papers with you.

- **Exam Dates**

The formal examination dates are set by the awarding bodies and not by the school – these dates therefore cannot be changed. Exam timetables are set by the awarding bodies well in advance, and can be found on their websites. Appointments, sporting events, auditions, special occasions will not be accepted by the awarding bodies as a reason for a candidate not attending their exam.

- **Exams Office**

The Exams Office is open most days 9.30am – 2.30pm and is located opposite the LRC. We will be happy to help with any queries that you have during this time.

- **Examinations Regulations**

It is your responsibility to familiarise yourself with the exams rules and regulations that are on display on the Exams Notice Board, and will be sent to students and parents as part of the Exams Handbook. These rules and regulations are in line with those issued by the awarding bodies.

# F

- **Food and Drink**

Food is not allowed into an exam room unless special permission has been given by the Exams Manager. If you are diabetic and think you may need to have food with you during an exam, please obtain permission before you enter the exam room. You are allowed to take a bottle of water **ONLY** into the exam – this must be in a plain, clear bottle with no label and with a sports-style top. No other type of drink or bottle will be permitted and may be taken from you by the invigilators.

# G

- **Good practice**

Have a good breakfast at home before you come to school for exams, and remember to bring enough money for lunch or a packed lunch if you have afternoon exams. Your brain cannot work properly if your blood sugars are low! Biscuits are not brain food!

# H

- **Exams Handbook**

Around Easter each academic year, the Exams Handbook will be emailed out to all students, their parents and carers. This handbook contains all the information you will need pertaining to your exams and any issues you may have. Please make sure you read through this document carefully. If you need further assistance, please contact the Exams Office.



- **Invigilators**

Invigilators are employed by the school to watch over candidates in an exam, to ensure the rules and regulations are met, and to help students with any problems. You must follow all instructions given to you by an invigilator. Please raise your hand for an invigilator if you have a problem during an exam.



- **Late Arrivals**

Students who arrive late to an exam by a few minutes will be allowed to sit their paper but will have to sign a late entry form. Anyone who arrives 30 minutes or more late must see the Exams Manager before entering the exam room. Be warned that if you are late for a formal exam, the awarding bodies may not accept your exam script. Please contact the School Office if you think you will be late to an exam.

- **Location of Exams**

The location of your exams will be listed on your Candidate Timetable and on the seating plans on the board in the Restaurant. Sitting exams in a room on your own is an exam access arrangement that can only be permitted by the Exams Manager, and only in very specific circumstances. Please allow enough time to get to your exam room, and ensure that you sit in the **correct seat** or you may be reported as absent.





- **Malpractice**

Malpractice is any action that is a breach of the JCQ regulations, or which compromises the integrity of a qualification or exam. It can occur in the course of an exam, non exam assessment, or creating of portfolios. Any incident of suspected malpractice **MUST** be reported to the Exams Manager.

- **Mobiles**

Mobile telephones, mp3 players, ipods, tablets, smart watches or any other electronic devices are **NOT** allowed with candidates in the exam room. Any student caught in possession of these items may be disqualified from their paper. All such items should be turned off (NOT put on vibrate) and left in your bags.



- **Overnight Supervision**

An overnight supervision order will be required if you have exams totalling more than 6 hours in one day if you are an AS/A2 student, or more than 5 ½ hours if you are a GCSE student. One of your exam papers will be scheduled to be sat the next day. Your parents/carers will have to sign the order to state that they will collect you from the Exams Manager and deliver you back the following morning – you must not take public transport. Neither are you allowed any access to the internet or social media for the time you are at home – no television, mobiles, telephones, tablets or ipods. This form will be sent to the awarding body who may scrutinise your exam paper for any indication of cheating.

# P

- **Preparation**

You are expected to come fully prepared to your exams with all the equipment you may need. The Exams Manager has very limited supplies of items, so you may have to go without if you forget yours. Resources sell an Exams Pack for about £3 that contains everything you will need to sit your exams.

- **Prohibited Materials**

The following items must not be brought into the exams room: books (unless set texts for a specific exam), notes or any other printed material, calculator cases, mobile phones or any other electronic device, pencil cases (transparent cases or sandwich bags are the only substitute).

# Q

- **Quarantine**

If you have a clash situation with your exams, your timetable will be issued with a red clash notice - please pay particular attention to this sheet as it details your changed arrangements. One of your papers will be scheduled to be sat earlier/later in the same day, but you will be required to go into supervised isolation in between, where you will have no contact with any other students. You must bring a packed lunch with you, and you must hand your mobile phone to the Exams Manager until the end of the day. You will be allowed to revise your next subject whilst in isolation.



- **Re-view of Marking**

The awarding bodies offer the option of having the marking of an exam script reviewed, if you or your teacher are unhappy with your grade. There is a choice of 3 different types of re-marks: clerical check, full re-view of marking, priority review of marking. The window of opportunity for re-marks to be requested is very limited, therefore any student considering this should come to the Advice Clinic run by the Exams Manager the day after their results are released. Details of Advice Clinics will be published on the school website.

- **Re-sits**

There will be a limited opportunity to re-sit GCSE & A2 papers for any student who has not achieved their desired grade, during the following Summer season, or in the following November for Maths and English GCSE students. A form will need to be completed detailing the exam you would like to re-sit - these will be available in December for June exams, and in September for November exams, from the Main Office, the Exams Office or Sixth Form. Students will need to cover the cost of their exam entry, unless agreed in advance with a teacher, and fees must be paid to Finance before your entry will be accepted. You must be prepared to study for your re-sit independently.

- **Results**

The dates for Results Days in August each year for GCSE and A level students are posted on the school website well in advance. Results can be collected at the specified time from the restaurant. If you wish to have your results posted to you, please provide the Exams Manager with a stamped addressed envelope

- by the end of the Summer term. If you wish someone else to collect your results for you on Results Day then you **MUST** give the Exams Manager a written signed letter stating who will be collecting on your behalf, and that person must bring I.D. with them on the day. Results can now be emailed out to students on Results Day, but only if the Exams Manager has received a completed form requesting this before the end of the exam season. The form is available as part of the Exams Handbook.



- **Scripts**

You can ask for a copy of your exam script to be sent back to you from the Exam Board, for a small fee, by filling in the relevant form at the Advice Clinic run the day after each Results Day.

- **Seating Plans**

Seating plans for each location are produced on a daily basis for an exam season, and put up on the board in the restaurant. If you are unsure of your seat for an exam, please check here before entering the exam room.

- **Special Consideration**

The awarding bodies will not apply special consideration for anything other than serious reasons. Special consideration can only be applied for if a significant event or illness has affected your performance on the day of the exam – and you can provide appropriate evidence. Please speak to the Exams Manager immediately if you feel you may have been affected by circumstances beyond your control.

- **Statements of Entry**

You will be provided with a Statement of Entry well in advance of your formal exams in May/June. This sheet will state each exam that you have been entered for in a particular season. You must check through this carefully to ensure all the entries are correct and that nothing is missing. Please see the Exams Manager immediately if you are concerned about your Statement of Entry.

- **Stationery**

Please remember that you should use a **black** pen (ink or biro) only to write your exams, an HB pencil is permitted for drawing diagrams. Please do not use blue ink or biro or gel pen, as your writing may not scan properly – and you could lose marks as a result! Under no circumstances are you allowed to use correcting fluid. Resources sell an exam pack for about £3 that contains all you will need to sit exams.

- **Study Leave**

Study leave will now only be allowed after the May half term holiday. A letter will be sent home to each student who is due to sit exams in May/June explaining what is expected of students in terms of attendance during exams.



- **Times**

Unless otherwise stated on your timetable, all morning exams at Wood Green will start at 9am and all afternoon exams will start at 1pm. Trial exams follow the normal school timetable.

- **Timetables**

For each mock and formal exam season students will be issued with an Individual Candidate Timetable that details the date, time, location and exam paper that they are due to sit. You are responsible for checking your exam timetable – misreading times/dates will not be accepted as an excuse for absence. If you have any queries about your timetable, see the Exams Manager immediately.



- **UCI Number**

This is a “Unique Candidate Identifier” and is a 12 digit number followed by a letter, that is assigned to you when you first take a formal exam. This number then “follows” you if you move schools, so that any exams you take can be banked under your name by the awarding bodies.

- **University Tests**

Many universities now require you to take an admissions test as well as having A levels if you are applying to study certain courses i.e. medicine, modern languages, physics. These tests can be run at Wood Green and will be in October/November each year. Check on the UCAS website to see if you need to sit an admissions test, and then come to see the Exams Manager to collect an application form in September.



- **Warning to Candidates**

Please ensure that you read and are familiar with the Warning to Candidates sign that is displayed in every exam location.

- **Word of Advice**

Remember to have a good breakfast on exam day, and to bring plenty of water with you (in a sports-style bottle) especially on hot days. A banana eaten half an hour before an exam can boost your concentration levels!



- ***Zzzzzzzzzzz.....***

Don't burn the midnight oil the night before an exam. Your brain does not function at its best if you have had insufficient sleep!