



**WINCHCOMBE SCHOOL**  
**EXAMINATIONS**

**IMPORTANT GUIDANCE AND INFORMATION**  
**FOR STUDENTS & PARENTS/CARERS**  
**2023 - 2024**

**CENTRE NUMBER: 57373**

School Telephone Number: 01242 602233

Email: [exams@winchcombeschool.co.uk](mailto:exams@winchcombeschool.co.uk)

## **INTRODUCTION**

It is the aim of Winchcombe 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/carers. Please make sure to read it carefully with them so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring. This booklet is also available on the school website.

The awarding bodies (or examination boards) and the Joint Council for Qualifications (JCQ) set down strict criteria which must be followed for the conduct of examinations. Winchcombe School is required to follow them precisely.

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:

Head of Centre (Head Teacher) – **Mr. J. Templeton**  
Delegated SLT for running exams – **Mr D Williams**  
The Examinations Officer – **Mrs N. Sutton**

The school telephone number is: **01242 602233**  
Email: [exams@winchcombeschool.co.uk](mailto:exams@winchcombeschool.co.uk)

Remember – we are here to help.

**GOOD LUCK!**

## BEFORE THE EXAMINATIONS

### E:

- All candidates will receive a personal exam timetable from school indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct. Some subjects only have one tier of entry, some have Foundation or Higher. You must check everything on your Timetable Report very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates, and it may be difficult and costly for you to change them once certificates are awarded.

### EXAMINATION BOARDS

- The school uses the following Examination Boards: AQA, Edexcel/Pearson, OCR & WJEC (Eduqas)

### CANDIDATE NAME:

- Candidates are entered under the name format of First Name + One middle name or initial + (Legal) Surname, e.g., Adam John Smith. This is what will appear on your certificates which are legal documents.
- Do not abbreviate your name on your exam paper, use your full legal name: if the name on your paper does not match the register, this can cause a delay in issuing your results.

### 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, examination registers & your seating card.

### UCI:

- In addition to a candidate number, each candidate must have a Unique Candidate Identifier Number (UCI) which is shown on the top of your Entry Report. Your UCI is used for administration purposes, and it is not necessary for you to remember it.

### TIMETABLES

- You will receive a copy of your personal exam timetable. Please note that the start time of afternoon exams may vary slightly, due to the length of exams.

### CONTACT NUMBERS/EMAILS

- Parents/carers, please make sure that school has at least one up-to-date emergency contact number for you and a current email address for any important or last minute exam notifications. If we do not have this (or it is not up to date) then your child could miss out on vital last minute information, i.e., change of venue or exam start time.

The following few pages contain important information, please read this very carefully and note that to break any of the examination rules or regulations could lead to **disqualification from all subjects**. Please note that there is further information on the school website in the exams section, which also includes Non-Exam & Coursework Assessment regulations, Social Media information, along with a privacy notice from the exam boards. The school **must and will** report any breach of regulations to the Awarding Body. Winchcombe School also has additional regulations and information on exams set out in this booklet along with a Question & Answer section at the end.

# THE EXAMINATIONS

## ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetable and arriving at school at the correct time, dressed in full school uniform and fully equipped. Candidates must arrive outside their exam room at least 10 minutes prior to the start time of their examination.
- Candidates who arrive late for an examination may still be admitted and will sit for the full exam time. Exam Boards may also refuse to mark papers for very late candidates.
- **Full School Uniform (blazer, shirt, tie, school trousers/school skirt and school shoes Must Be Worn** by all students attending school for public examinations. No heavy make-up, false nails or nail polish is allowed & any hair longer than shoulder length must be tied back before entering the examination room. No wristwatches or bracelets are permitted in the examination room. **NO** writing on hands or arms is permitted. Pockets must be empty.
- Absolute silence must be maintained in the examination room. As soon as you step over the threshold into the exam room you are under exam conditions and must not communicate in any way with other students (this includes verbally, hand gestures and mouthing words) until you step back over the threshold and leave the room at the end of the exam. Any breach of these regulations will result in a report being sent to the exam board and may result in disqualification from the exam and possibly the whole subject.
- Every exam desk will have a clear numbered pencil case containing a black ball point pen, a pencil, eraser, pencil sharpener, protractor, ruler and highlighter, which must be left intact on the desk after each exam. A compass will be provided when needed. You may bring a favourite black ball point pen, (**NOT** a 4- colour selector pen or a gel or erasable ink pen) and a couple of extra highlighters to use if you wish at your first exam which must then be left in the pencil case until your final exam. You must bring your own calculator (lid removed) to relevant exams. You must not expect to borrow a calculator from fellow students, or from those who are invigilating the exams as this will not be available.
- For all exams where a calculator is required, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and leave these in your bag. Make sure batteries are new and that any memory is cleared.
- 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, Smart watches, electronic gadgets, Fitbits and wrist watches MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM under any circumstances.** If a mobile phone/smart watch, Fitbit, (or any other type of electronic communication or storage device) is found in your possession during an examination, (even if it is turned off or not working) it will be taken from you and a report made to the appropriate exam board. No exceptions can be made, and you could be disqualified from the whole exam series for this year not just that exam.
- No food is allowed in the examination rooms (unless a student has a documented medical need). You may take in a SMALL, clear uncoloured bottle of **WATER**, with NO labels, printed/raised writing or large coloured lids, which must be kept on the floor below your table. No drinks pouches or cartons are allowed.
- No tissues are allowed; these are provided in the exam room - please raise your hand if you need one.

- Do not take items from the exam pencil case on your desk, or write, etch or draw on examination desks or pencil cases. This is regarded as theft/vandalism, and you will be asked to pay for replacements and may well miss out on any Y11 Prom.
- Do not doodle, draw, graffiti or write offensive comments on examination papers – if you do the examination board may refuse to accept or mark your paper.
- It is your responsibility to 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. **DO NOT** start to write or touch the exam paper until instructed to do so. This includes filling in your name, exam number etc. as this is considered **MALPRACTICE**, and has to be reported to the exam board as such and could end up with disqualification.
- You are responsible for checking that you have the correct question paper – check the subject, date, paper and tier of entry. If the paper is incorrect or you are unsure, then raise your hand and check with the invigilator before the start of the exam. Read all instructions carefully and number your answers clearly.
- You will be expected to stay in the examination room for the duration of the exam so use the toilets before you enter the venue. If, in an emergency, you need to use the toilets during the exam no extra time will be given unless you have a documented medical need or you are unwell. If you finish early, you will not be allowed to leave until the examination is finished and all the scripts have been collected in by the invigilators, so use any time remaining to check over your answers very carefully.
- At the end of the examination all work must be handed in – remember to cross out, with one line only, any rough work or work you do not wish to be marked. If you have used more than one answer book, you must number the question/s you are answering. Make sure your full name and exam number appears on each booklet and place inside the exam booklet.
- Invigilators will collect your exam papers before you leave the room. You must face the front at all times and absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the examination room.
- Nothing but what you came in with must leave the exam room with you, this includes question papers, answer booklets, additional paper, and tissues (leave used tissues on your desk).
- Remain seated until told to leave the examination room. Please show consideration for other candidates who may still be working, by not banging or scraping your chairs as you leave the room **in absolute silence, you are still under exam conditions until you have left the exam room.**
- 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 touch your exam paper or start writing until the invigilator tells you to do so. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident. If any candidate has attempted to communicate with another candidate during this time, then a report will also be sent to the exam board and may result in disqualification.
- **Candidates who are disruptive or behave in an unacceptable manner will be removed from the Examination room by Mrs Sutton and the Senior Leadership Team. They will be unable to continue with their exam, must stay under centre supervision with no access to other students, phones or the internet, until the official Exam Board finish time (10am in a morning exam and 2.30pm in an afternoon exam) a report will be sent to the examination board which may result in disqualification.**

## INVIGILATORS

- Subject specialist teachers may be present outside the examination room, at the start only.
- The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times. Invigilators are in the Examination rooms to supervise the conduct of the examination. They will distribute and collect examination papers, may 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. They are also required to frequently circulate throughout the exam room.
- Please note that invigilators **cannot discuss** the examination paper with you or explain the questions.

## 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 that we can help & advise you.
- If you do not attend an exam and we do not receive satisfactory medical evidence, or you do not attempt any questions (you must complete all questions in all exam papers to ensure the highest possible level/mark), then your parent/s will be invoiced for the entry fee for that exam. Entry fees can be up to £125 per subject.
- Only in 'exceptional circumstances' are candidates allowed '*special consideration*' for absence from any part of an examination. Medical certificates, or other appropriate evidence, must be obtained on the day by the candidate/parent and be given to the Examination Officer without delay, in all cases where an application is to be made for special consideration; retrospective information is not accepted by the examination boards.
- Please note that misreading the timetable, or transportation issues, will not be accepted as a satisfactory explanation of absence or lateness by the exam boards. It is a candidate's responsibility to make sure that they attend their exams on time.

## AFTER THE EXAMINATIONS

### BOOK RETURNS

- Please return any textbooks to Reception or Subject Teachers throughout the examination period once they are no longer required. These books are needed by the lower year students for their studies.

### NOTIFICATION OF RESULTS

- Results will be available for collection from School on:

Thursday 22<sup>nd</sup> August 2024  
From 9am – 11am

After results day you can collect your results from the School Reception during term time only (9am – 3.30pm).

- If you wish to nominate an adult (including family members) to collect your results on your behalf, you must give your written permission in a note to Mrs Sutton, Exams Officer, before **the end of your last exam in June**. In the note, write down your name and the name of the person who will be collecting your results. This nominated person will have to bring photo id with them.
- If you wish to receive your results by post, please supply the school with a stamped addressed envelope (First class). They will be posted later in the day on results day. Please give your stamped addressed envelope to Mrs Sutton **before the end of your last exam in June**. **The school will not post results unless you provide a stamped addressed envelope.**
- No results will be given out by telephone or emailed.

Subject teachers will only be available for assistance on results day from 9am – 11am. After this time, they will return to their holidays until the start of the new school year, so please speak to them when you collect your results if you have questions, or want to enquire about a review of marking or need some advice etc.

### REVIEWS OF MARKING & APPEALS

#### Non-exam assessment marks

Students will be informed of their mark by the Head of Department. If they wish to appeal, then the relevant paperwork must be completed within the deadline window. Appeals will only be carried out under certain criteria: If you believe that the correct procedures were not followed in relation to the marking of your work, or that the mark scheme has not been properly applied, you should follow the internal appeals procedure which is available from Mrs Sutton. You cannot appeal simply because you are disappointed or feel you should have received a higher mark.

#### Requesting a review of marking for a GCSE paper

- If you wish to query any marks you receive for any of your exams you should contact your subject teacher or Head of Department in the first instance for advice (they will be available between 9am – 11am on results day). If an enquiry is recommended by the subject department and approved by Senior Leadership, it will be

funded 50% by the school. This will only be done if there is reason to believe that a mistake has been made in the marking, and that your mark is within 2 marks of the next grade boundary.

- If you wish to apply for an enquiry which is not approved, you may do so on payment of the full fee. The cost of an enquiry varies between £19 and £45 per paper depending on the Awarding Body and subject.
- A second examiner will review the paper/recording again to identify genuine marking errors or unreasonable marking, your paper **will not be re-marked afresh by another examiner**.
- Your grade can go down as well as up or may stay the same.
- You can only request a review of marking once for a paper and you (the student) must fill out and sign all the appropriate paperwork with the required fee/s being paid in advance by the deadline. Should the grade be changed in a review then the fee/s paid will be refunded for that paper only in that subject.
- Please note that there is a deadline for submitting a review of marking. Once submitted it can take up to 20 calendar days for the result of each paper being reviewed to be received. More information will be given nearer results day.

## **PRESENTATION OF CERTIFICATES**

- A Presentation Evening will take place in November when it is hoped that you will be able to attend to receive your certificates. Any Art or DT assessment work will also be available for collection on the evening. Any uncollected work will then be disposed of a week or two later, unless pre-arranged by yourself with the Art or DT Department for a later collection.
- Students who are unable to attend Presentation Evening will be able to collect their certificates from the school office after that date. Certificates will not be given to anyone other than the candidate without the candidate's written authorisation. Certificates will not be posted.
- Winchcombe School is only obliged to keep certificates for a period of one year after the date of issue. If candidates do not collect their certificates within this time frame (or if they lose their certificates) they can only be replaced by a student's direct personal 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 strongly advised to collect your certificates on Presentation Evening, or as soon as possible thereafter, and to keep them safe.

## **FREQUENTLY ASKED QUESTIONS**

### **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 your card which will be displayed on your examination desk. Invigilators will also be able to help you find your number.



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

- The Centre Number is 57373. 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 that we can help & 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 prior to the start time of the exam.  
You will need to obtain medical evidence (from your GP or hospital) and complete the relevant certificates 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 the most 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 non-exam assessment work is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, 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. Can I use a laptop/word processor in my exams as my handwriting is not very neat/my hand gets tired?**

The Joint Council for Qualifications sets rules on reasonable adjustments for candidates with disabilities and learning difficulties which Winchcombe School must follow. In regards to the use of word processors in exams, they can only be issued on the following basis to students:

- Using a laptop is the student's normal way of working within school and appropriate to their needs fulfilling the following criteria:
- For students with sensory difficulties, such as poor eyesight, where using a laptop enables them to enlarge their answers.
- For students with poor fine motor skills, but are able to use a keyboard efficiently
- For students with a learning difficulty which has a substantial and long term adverse effect on their ability to write legibly.
- For students with a medical condition or physical disability.

A word processor cannot be granted to a candidate because he/she now wants to type rather than write in examinations, can work faster on a keyboard or because he/she uses a laptop at home.

**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 immediately 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 Exam Board published start time of an exam, it may still be possible for you to sit the examination provided it does not disrupt the students already sitting and we have an invigilator available for the later finish (we are not obliged to let you sit an exam if you arrive late). You must phone school to advise of the issue and should get to school as quickly as possible reporting to Reception as soon as you arrive. A member of staff will then escort you to the exam room. You must not enter an examination room without permission after an examination has begun.

- If you arrive 1 hour after the Exam Board published starting time of an exam, you may not be able to sit the exam. The school must inform the exam board as they may also decide not to accept your work. Please ensure that you plan ahead for all of your exams, allowing enough time to get to school so that even 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 later that day or on another day?**

- No. Timetables are regulated by the exam boards, and you must attend on the given date and time.

**Q. Do I have to wear School Uniform?**

- Yes. These are Public Exams. Normal school uniform regulations apply to uniform, shoes, hair, jewellery, make-up, nail polish etc. If you arrive in non-school uniform, you may be unable to sit your exam.

**Q. What equipment should I bring for my exams?**

- Every exam desk will have a clear numbered pencil case containing a black ball point pen, a pencil, eraser, pencil sharpener, protractor, ruler and highlighter, which must be left intact on the desk after each exam. A compass will be provided when needed. You may bring a favourite black ball point pen, (**NOT** a 4- colour selector pen or a gel or erasable ink pen) and one or two highlighters (which must then be left in the pencil case until you sit your last exam), to use and must bring your own calculator (lid removed) to relevant exams. You must not expect to borrow a calculator from fellow students, or from those who are invigilating the exams as this will not be available.
- Should you have brought a calculator or an item in the pencil case fails during an exam, please raise your hand for assistance.

**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, scraps of paper, tissues etc. with them that are not allowed, will be reported to the appropriate examinations board. Invigilators can ask a student to turn out their pockets. 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 the exam room/s. Winchcombe School takes no responsibility for the loss or damage of any valuables brought into school.
- Mobile phones, Smart watches, electronic gadgets, Fitbits and any wrist watches **MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM** under any circumstances. They must be placed in the phone box.

**Q. Why can't I bring my mobile phone into the exam room?**

- Being in possession of a mobile phone (or any other electronic communication device including Smart watches) is regarded as cheating and is subject to severe penalty from the awarding bodies:

The possible 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 specific paper** you are sitting at the time.
- Phone rings or beeps during the exam (**wherever it is in the room**) the exam board must be informed and you will be **disqualified from all papers for the subject (possibly including any already taken).**

- If you choose to bring a mobile telephone to school, you must leave it switched off in the exam phone box provided. You are responsible for collecting it at the end of the examination. Winchcombe School takes no responsibility for the loss or damage of any valuables brought into school.

**Q. How do I know how long the exam is?**

- The length of the examination is shown on the timetable. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a board/screen in the exam room. There will be a clock in all examination rooms.

**Q. What do I do if the fire alarm goes off?**

- 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 as this will be considered as cheating and be reported.

**Q. Can I go to the toilet during an exam?**

- If it is absolutely necessary, but not usually within the first hour. You will be escorted by an invigilator and will not be allowed any extra time. Make sure that you visit the toilets **before** you enter the exam room.

**Q. Why do I need to check the details on my Candidate Entry Form?**

- The details on your Candidate Entry Form 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. It is also your responsibility to 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 there's a clash on my timetable?**

- Mrs Sutton will schedule papers internally (on the same day) where there is a clash of subjects and will inform you of the arrangements.  
If both exams total less than 3 hours then candidates will normally sit one paper then have a short break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. You will be informed of your change of time and possible venue. 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 consult Mrs Sutton.

**Q. What do I do if I don't get the grades I need for my college/6<sup>th</sup> Form choice?**

- Teaching staff will be available to advise you on results day, between 9am – 11am. If you feel strongly that it is necessary to make an enquiry about your result/s you should first consult the Head of Subject to obtain their advice.

**Q. I am entitled to Access Arrangements – how will this affect the way I take my exams?**

- Some students receive access arrangements e.g., extra time, reader, laptop when sitting their exams. Mrs Edgerton (SEN Department) will work closely with you to make sure that your entitlement is fully implemented. Some of your exams may also start and finish earlier or later than your exam timetable. If you have any questions or are concerned, then please contact Mrs Sutton – Exams Officer.

**If you have a question that has not been covered in the sections above, then please contact Mrs Sutton by visiting her office (if you are a student) or by phone (01242 602233) or by email: [exams@winchcombeschool.co.uk](mailto:exams@winchcombeschool.co.uk)**