

# EXAMINATION GUIDELINES FOR CANDIDATES

## BEFORE THE EXAMINATIONS

### Statements of Entry/Timetable

All Candidates receive a Statement of Entry/Examination 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 Tiers. You must check everything on your Statements of Entry very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it will be difficult to change them once certificates are awarded. Your timetable is your proof that you have been entered for a particular exam. If your timetable contains any errors you must see the Exams Officer immediately.

### Candidate Information

Please check that your name is spelt correctly on your timetable and that it is your legal name. Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. You will be given your candidate ID card before your first exam. This **must** be brought into every exam and placed on the desk in front of you. In addition to a candidate number, each candidate must have a Unique Candidate Identifier (UCI) and a Unique Learner Number (ULN) which is shown on the top of statements of entry. Your UCI/ULN is used for administration purposes and it is not necessary for you to remember it.

### Timetables

Make sure you know the dates and times of your examinations. If you miss the Examination **you cannot take that paper at another time**. Unless notified otherwise:

- Morning exams start at **9.00am**
- Afternoon exams start at **1pm or 1.15pm** (Please check your timetable)

### **YOU MUST BE AT THE EXAM ROOM 15 MINUTES BEFORE THESE TIMES.**

It is your responsibility to turn up on time for the examination so make sure that you and your parents know the dates and times of each of your exams. If you are late for an exam you may not get the full time and the Examination Board may not accept the script depending on the circumstances. **If you know that you are going to be late contact the school (01428 654055).**

### Examination Clashes

A few candidates may have a clash where two subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates only. You must check your individual timetable and see the Exams Officer immediately if you think there is a clash on your timetable.

### Access Arrangements

Access arrangements allow candidates/ learners with special educational needs, disabilities or temporary injuries to access the exam and they are agreed and granted by the exam boards several months ahead of the exam season. Candidates are monitored throughout their time at Woolmer Hill by both teaching and learning support staff for the possible need for such arrangements, these may include the use of a reader, scribe or word processor or the allocation of extra time. The need for Access Arrangements is established by the SENCo and Learning Support Team and where necessary further educational testing is carried out to support a possible requirement. Access Arrangements should represent a candidate's normal way of working in school and evidence needs to be on file to support the arrangement. Please contact the SENCo should you require any further information on this.

### Special Consideration

If you are fully prepared for an examination, but are ill on or just before the day of an examination, an application may be made for special consideration for the examination affected. Examination Boards decide on the validity of each application. To support the application for Special Consideration, you will be required to provide a doctor's certificate.

# EXAMINATION GUIDELINES FOR CANDIDATES

## Equipment

### **MAKE SURE YOU HAVE ALL THE CORRECT EQUIPMENT BEFORE YOUR EXAMINATIONS.**

Check the regulations in the JCQ INFORMATION FOR CANDIDATES and the information on the following pages. You must provide all your own equipment. Borrowing from other candidates is **NOT** allowed under any circumstances; please do not ask invigilators if you may borrow items. The Exams Office hold spare pieces of equipment in case of malfunction only, they are not there to support unprepared candidates. Ordinary pencil cases or boxes are not allowed in the exam room, your equipment should be brought to the exam in a clear plastic bag or transparent pencil case.

The following equipment should be brought to EVERY exam:

- 2 pens – black ball point only
- 2 HB pencils
- Ruler (marked with millimetres)
- Pencil sharpener (preferably one which catches the shavings!)
- Rubber



For certain exams you will also need the following:

- Compasses
- Protractor
- Calculator
- Coloured pencil crayons

## DURING THE EXAMINATIONS

### Examination Regulations

Copies of the six JCQ notices, issued jointly by all the Examining Boards, are attached. All candidates must read them carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school has a duty to report any breach of regulations to the Awarding Body.

### Attendance at Examinations

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed in full school uniform and equipped. Candidates must arrive 15 minutes prior to the start time of their examination. Please wait quietly outside your exam room until you are invited to enter by the examination invigilators.

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. Correction pens/fluids are NOT allowed. Highlighters MUST NOT be used in your answers but may be used on question papers.

For Mathematics and Science exams, students must make sure that calculators conform to the examination regulations. If in doubt, check with your teacher well in advance of the exam date. Remove any covers (which must NOT be brought into the examination room) and make sure batteries are new. Calculators with a memory function should be cleared before entering the exam room.

Do not attempt to communicate with, or distract other candidates.

# EXAMINATION GUIDELINES FOR CANDIDATES

Examination regulations are very strict regarding items that may be taken into the examination room. If you break these rules you will be disqualified from the exam.

Mobile Telephones, iPods, smart watches, analogue watches and other electronic devices **MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM** even if they are turned off or not intended for use. If you are found with a mobile phone or other electronic device once the exam has started the exam board must be informed and you could be disqualified from this and possible future examinations.



No food is allowed in the examination rooms. However, water bottles are allowed in the exam hall if necessary. These **MUST** be clear bottles with no writing on them and with a spill-proof cap. There **MUST** be no label on the bottle.

Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.

Do not draw graffiti or write offensive comments on examination papers – if you do the examination board may refuse to accept your paper.

Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and taken to a member of the Senior Leadership Team. Disruption will be reported to the Awarding Body.

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.

You will not be allowed to leave an examination room early. If you have finished the paper 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 place them together in the correct order. Ensure that you have included your name, candidate number and centre number on each additional answer sheets and that the answers are correctly numbered.

Invigilators will collect your exam papers before you leave 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, remain seated and wait for instructions from the examination invigilators.

# EXAMINATION GUIDELINES FOR CANDIDATES

## INVIGILATORS

The school employs 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 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 ill.

**Please note that invigilators cannot discuss the examination paper with you or explain the questions.**

## ABSENCE FROM EXAMINATIONS

### What to do if you are ill on the day of an exam

If you are ill and are unable to attend an exam it is vital you phone the school first thing in the morning (01428 654055) to inform us.

You must also obtain a note from your doctor detailing the reason for non-attendance. There is the possibility of submitting this note to the Examinations Board to ask for special consideration. If you are feeling unwell, but still able to travel, we suggest you come to the exam and we can assess the situation then. In most cases it is better to take the exam if you can.

### **If in doubt – TELEPHONE THE SCHOOL**

**If you do not attend an exam without a valid reason you will be charged for that exam.** Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

Please ensure that the school hold an up to date contact telephone number for you. We also suggest that your parents save the school telephone number on their mobile phone so that they can call in if you have a serious problem on your journey to school : **01428 654055**.

If you have **ANY** questions or problems, please contact the Exams Office,  
01428 654055 xt 215 – [fatkinson@woolmerhill.surrey.sch.uk](mailto:fatkinson@woolmerhill.surrey.sch.uk)



**RESULTS DAY - Thursday 26th August 2021**  
**Save the date!**