



Royal Wootton Bassett Academy

Examinations Summer 2024

Guidance for Students & Parents

Centre Number: 66553
Exams Telephone No: 01793 841948

This handbook is reviewed and updated annually
Produced/reviewed by

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INTRODUCTION

It is the aim of Royal Wootton Bassett Academy 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. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and Royal Wootton Bassett Academy is required to follow them precisely. You should therefore, pay particular attention to the Notice to Candidates that is printed on the following page.

Some of the questions you may have are answered at the back of this booklet. **If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

If you or your parents have any queries or need help or advice at any time before, during or after the examinations please contact:

Examinations Officer	Mrs Sharon Loveday
Exams Assistant	Mrs Jo Randell
Exams and Data Assistant	Mrs Fran Williams
Admin / Data Manager	Mrs Shelly Davies

Email exams@rwba.org.uk or alternatively the school telephone number is: **01793 841900**

Remember – we are here to help.

GOOD LUCK!

Please look at the links below to see the JCQ rules regarding written examinations and On-Screen examinations.

[IFC-Written_Examinations_Sep2023_FINAL.pdf \(jcq.org.uk\)](#)

[IFC-On-Screen_Examinations_2023_FINAL.pdf \(jcq.org.uk\)](#)



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

The *Warning to candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

Effective from 1 September 2021

BEFORE THE EXAMINATIONS

Statements of entry:

- All Candidates receive a statement of entry 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. Please also check that your name and date of birth are correct.

Examination Boards:

- The School uses the following Examination Boards: AQA, Edexcel, OCR and WJEC

Candidate Name:

- Candidates are entered under the name format of First Name, Middle Name, (Legal) Surname, e.g. Adam John Smith.

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 and examination registers.

UCI:

- In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of statements of entry and examination timetables. This number will usually begin with the Centre Number (66553) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

Timetables:

- A copy of the school's timetable is available on the school website and the student portal. You will also receive an individual timetable at the end of March showing your own specific examinations with details of date, time, and duration of exam, venue and seat number. Check it carefully. It is this timetable that you must refer to for the details of your examinations. If you think something is wrong see Mrs Loveday, Mrs Randell or Mrs Williams in the Examinations Office immediately.

- A few candidates 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 Mrs Loveday if you are unsure what to do. If you think there is a clash on your timetable that has not been resolved, please see Mrs Loveday immediately.

Contact Numbers:

- Please ensure that school has at least one up-to-date contact number for you.

Equipment:

- Make sure you have all the correct equipment before your examinations. Check the regulations in the Notice to Candidates and the information on the following pages.

Water Bottles:

- You can take water bottles into the Exam venues. However, these bottles need to be clear bottles with no writing on. Please remove all labels etc. There can be no squash, juice etc. It must be clear water.

Transport during Exams:

- If the exam runs past 3.00pm – it is the parent's responsibility to ensure you have transport home. The school bus cannot wait for the exam to finish. Please make sure you check your timetable and the length of the exam, particularly if you have a clash.

DURING THE EXAMINATIONS

Examination Regulations:

- A copy of the “Notice to Candidates”, which is issued jointly by all the Examining Boards, is included at the front of this booklet. All candidates must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school must 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 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.
- Candidates who arrive late for an examination may still be admitted. If special consideration applies then you must speak to the Examinations Officer (see ABSENCE FROM EXAMINATIONS).
- Full School Uniform must be worn by all Year 10 and 11 students attending school for examinations. Please do not bring your lanyard into the exam venue.
- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.
- Pens must be black ink or black ballpoint. No correction pens, tape or fluid are allowed.
- Students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new.
- You must not take a watch into the exam venue.
- Do not attempt to communicate with or distract other candidates.
- 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 will be disqualified from the examination.

- **Mobile telephones, Watches, iPods, earphones/earbuds or other electrical devices MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate exam board. This may result in disqualification. No exceptions can be made.
- 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.
- 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.
- Read all instructions carefully and number your answers clearly.
- **Royal Wootton Bassett Academy regulations state that candidates must stay in the examination room for the duration of the exam.** 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 work that you don't wish to be marked with a single line. If you have used more than one answer book or loose sheets of paper make sure your details are on each sheet. **Ensure your name and candidate number is written on all continuation sheets.**
- Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left 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 wait for the examination invigilators to 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 and you must stay with the invigilator, do not join your tutor group. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

Invigilators:

- 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.
- Subject specialist teachers will normally be present at the start of an examination only, outside the exam venue.
- 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.
- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and members of the Senior Management Team.

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 we can help or advise you. You should ring your Head of Year or the Exams Office if you are unwell.
- Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examination Officer without delay in all cases where an application is to be made for special consideration. A self-certification form (JCQ/ME Form 14) can be obtained from the Examinations Officer which can be countersigned by your doctor or nurse.
- For the award of a grade by special consideration, where a student misses' part of an examination through illness or personal misfortune, one whole component, which is a minimum of 15% of the total assessment must be completed. Student's must have been fully prepared and covered the whole course.
- Should a candidate fail to attend an examination without good reason and without informing the school, you and your parents will be required to cover the entry fees for that exam.

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

N.B A candidate cannot receive a grade for A-level Biology, Chemistry, or Physics by only completing the Practical Skills Endorsement.

Similarly, a candidate cannot receive a grade for GCSE English Language by only completing the Spoken Language Endorsement.

As in all previous standard examination series, a qualification award **will not** be made where none of the examinations/assessments within a specification have been completed.

Additional information

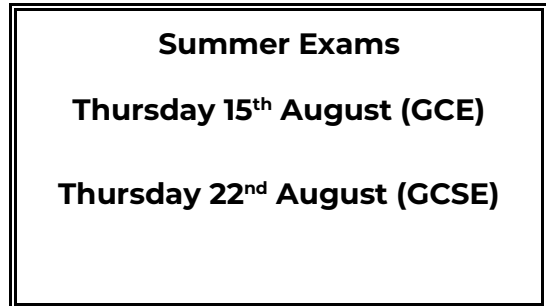
Where a centre suspects the authenticity of the details provided by a candidate within Form 14, they should investigate the matter as suspected candidate malpractice using the standard JCQ policy and procedure.

Please be aware that students' results can be withdrawn, or they can be disqualified if they provide false information on eligibility for special consideration.

AFTER THE EXAMINATIONS

Notification of Results:

- Results will be available for collection on: Thursday 15th August (GCE) and Thursday 22nd August (GCSE).
- If you wish any other person (including family members) to collect your results on your behalf, you must complete and return an authorisation form before 12th July 2024.
- If you are unable to collect your results on the dates above, you are able to request for these results to be sent in the post. This can only be done if you have left a stamped addressed envelope with the Examinations Office. Results will be posted on the afternoon of results day and not before.
- No results will be given out by telephone / email under any circumstances.



Post Results:

- If you think the result you have obtained is not what you expected, discuss this first with your subject teacher or Head of Year. If, after discussion, you still feel your result is unfair you may apply for a Post Results Service. This can take the form of a clerical recheck or a review of marking and you will have to pay the appropriate fee.
- You must do this as soon as possible after receiving your result as the examination boards have strict deadlines for Enquiries. See Mrs Loveday in the Examinations Office. You will have to sign a form requesting this Enquiry and you must be aware that results can go down as well as up as a result of an Enquiry. There is a cost incurred for this.
- There is also the possibility of receiving your exam paper back, again you must fill out a form and pay the appropriate fee as soon as possible after receiving your results.

Certificates:

- A Presentation Evening will take place during the Autumn Term, typically in December for Year 13 Students and in January for Year 11 Students, when it is hoped that you will be able to attend to receive your certificates. Invitations to students and their parents will be sent out with full details nearer the time.

- Students who are unable to attend the Presentation Evening will be able to collect them from School. They will have to be signed for. If you wish someone else to collect your certificates, you must provide them with written authorisation. Please ensure we have updated contact details so that we can contact you to collect your certificates.
- Royal Wootton Bassett Academy is only obliged to keep certificates for a period of one year after issue. Exam boards are no longer able to offer a replacement certificate unless under extreme circumstances and at a substantial fee per examination board.

FREQUENTLY ASKED QUESTIONS

Q. What do I do if there's a clash on my timetable?

The school will re-schedule papers internally (on the same day) where there is a clash of subjects. If the examinations do not total more than 3 hours candidates will sit them back to back. If they total more than 3 hours then one examination will be moved either to the morning or afternoon. In this case candidates will be supervised between the 2 examinations and must not have any communication with other candidates. Correct times should be on your individual candidate timetable. 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 the Examinations Officer.

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/seat number?

Candidate Numbers and seat numbers are printed on examination registers, which are displayed on the examination notice board outside the AH before each examination session.

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

The Centre Number is **66553**. 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 we can help or 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.

You may need to obtain medical evidence (from your GP or hospital) 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 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 coursework 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. 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 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?

It may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the exam room. You must not enter an examination room without permission after an examination has begun. It may not be possible to allow you any extra time if you start the examination late.

You should also be aware that if you arrive late after 10.00am for morning exams or 2.30pm for afternoon exams, the school must inform the exam board and it is possible that the Board may decide not to accept your work. Please ensure that you allow enough time to get to school so that 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 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. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

Q. What equipment should I bring for my exams?

For most exams you should bring at least 2 pens (black ink only) in case one runs out. A calculator, a ruler (marked with cm and mm), pencil sharpener and rubber. You may also need a pair of compasses, protractor, coloured pencil crayons (not gel pens). You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

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 with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- You are not allowed to use correcting fluid or tape or erasable pens.

- Bags and coats and any other items not permitted under examination regulations must not be brought to the examination room. Do not bring any valuables into school with you when you attend for an examination.
- Mobile telephones and other electronic devices must not be brought into the exam room even if they are turned off.

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

Being in possession of a mobile 'phone (or any other electronic communication device, e.g. iPod, earphones/earbuds) is regarded as cheating and is subject to severe penalty from the awarding bodies:

The <u>minimum</u> 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 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 (including any already taken).

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

The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on the board at the front of the exam room. There will be a clock in all examination rooms.

Q. Can I leave the exam early?

It is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. A candidate must not leave the examination room without the permission of the invigilators.

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

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. You must stay with the invigilator.

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

Only if it is absolutely necessary, for example if you are feeling ill. You will be escorted by an invigilator.

Q. Why do I need to check the details on the Statement of Entry/Examination Timetable?

The details on your Statement of Entry 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 college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

Q. I am entitled to extra time – how will this affect the way I take my exams?

Some students receive an allowance of 25% extra time. Where possible such candidates will be seated together to minimise disturbance from other candidates who finish earlier.

Q. What do I do if I don't get the grades I expected?

Teaching staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your result you should first consult your subject teacher to obtain their advice as to the advisability of requesting a review of marking. You should be aware that your mark could go down as well as up or, as is more usual, stay the same. Review of marking requests must be submitted to the Examinations Officer as soon as possible. Deadline dates are usually around 28th September. You must complete a Candidate consent form and return it with a payment to cover the cost.

Q. Can I have a separate room?

In most cases student's will take their exams in main venues and for any other specific situations we are guided and regulated by JCQ (Joint Council for Qualifications).

The decision to award separate invigilation is a centre decision. General anxiety or nervousness about sitting examinations are not sufficient grounds for separate invigilation.

To award separate invigilation:

- The SENCo, or the relevant member of the senior leadership team, must be satisfied that the candidate's substantial and long-term impairment has an adverse effect when they sit internal tests and mock examinations in the main examination hall/room.
- The candidate's difficulties must be well established and evidenced. They must be known to relevant staff – Form Tutor, Head of Year and those with pastoral responsibilities.
- Separate invigilation must reflect the candidate's current and normal way of working.

Q. What if I have an approved access arrangement that requires equipment?

Parents will be required to provide equipment for their son/daughter if they have an access arrangement that needs this. As access arrangements are specific to a student's needs, the type of these arrangements is such that it would not be possible to list all eventualities. The SENCO and Lead TA will liaise with parents to explain what should be provided and what the school is able to loan to students for the purposes of their exams.