

WELLINGTON SCHOOL



Candidate Examination Handbook 2021/22

CENTRE NUMBER

33625

Please check the website <https://www.wellington-school.co.uk/exam-information/>

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INTRODUCTION

Wellington School is committed to ensuring that all candidates are fully briefed on the exam and assessment process in place in the centre and are made aware of the required JCQ/awarding body instructions and information for candidates.

The purpose of this booklet is to provide information and support for you and your parents. Please read it carefully and share it with your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

A copy of this booklet and all the appendices will also be available on the school website.

The Awarding Bodies set down strict criteria for the conduct of examinations which must be adhered to and Wellington School is required to follow them precisely. You should therefore pay particular attention to the 'Information for Candidates' sheets which are included in this handbook.

The information in this handbook is relevant for the following external qualifications:

- Entry Level Certificate
- Entry Level Functional Skills
- NCFE VCert/Tech Award
- GCSE
- A Level
- Level 2 Awards
- Level 2 Cambridge Nationals
- EPQ Level 3

If there is anything you do not understand, or you are worried about any aspect of the examinations that is not addressed in this booklet, please contact the Examinations Officer, Mrs Baxter, who is based in Moss Building, opposite Rm62; your Form Tutor; your subject teacher or Pastoral Manager.

1. BEFORE THE EXAMINATIONS

ACCESS ARRANGEMENTS

If you are entitled to any access arrangements you will be fully aware of these. They will have been discussed with you and your normal way of working in class. Prior to sitting your exams, you will be given a copy of your Access Arrangement Exam Form which will have the rooms you are in for your exams, plus your Access Arrangement, your normal way of working. You must not follow this form as you timetable, but use the Statement of Entry you received.

AWARDING BODIES AND SERIES

Wellington school use the following Awarding Bodies: AQA, Eduqas, NCFE, OCR, and Pearson. The main examination series for the academic year for GCSE, AS and A Levels is in May and June.

CANDIDATE DATA

Certain data is required by the awarding bodies in order to make the examination entries, including name, date of birth, gender. This is supplied to the awarding bodies within the terms of the General Data Protection Regulation, the Data Protection Act 2018 and the Freedom of Information Act 2000.

Awarding bodies may be required to provide your personal data to educational agencies such as the Department for Education and Learning Records Service. Additionally, your personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes. The purpose is to provide an audit trail of the results certificated and to maintain an accurate record of your achievements.

COPYRIGHT

The copyright of any work created by you that is submitted to an awarding body for assessment belongs to you. By submitting this work, you are granting the awarding body a non-exclusive, royalty-free licence to use your assessment materials. If you wish to terminate the awarding body's rights for anything other than assessing your work, the awarding body must be notified by the centre and it is at the discretion of the awarding body whether or not to terminate such rights.

COURSEWORK/NON-EXAMINATION ASSESSMENTS

Your subject teacher will have informed you when the assessments will take place and of any deadlines that had to be met. They explained to you how the work will be marked and will inform you of your internal assessment marks (subject to external moderation).

EQUIPMENT

You must remember to bring all your equipment to the exams. Pens must be black ink and you should have spares; *no friction/erasable pens*. Pencil cases must be clear. **Calculators will can be loaned out to students who bring one, but find it is not working.** If you bring in your own bottle of water it must be clear and not be coloured in anyway. There must not be any label on the bottle.

EXAMINATION CLASHES

If you have two examinations timetabled for the same time, you will sit these exams consecutively unless the total of the two exams is more than 3 hours duration. If the total time exceeds 3 hours the examinations may/will be split between morning and afternoon sessions. Mrs Baxter will inform you in advance if you have a genuine clash and confirm via classcharts and in writing your individual clash arrangements.

In these circumstances you will be supervised over lunchtime and will not be able to communicate with other students. You may also bring revision material for the afternoon exam. You will not be able to use the internet/ your mobile phone/iWatch/iPod etc. during the period of clash supervision. If an exam paper in a subject is followed immediately by a second paper in the same subject this is not considered a clash.

Where exams total over 5h 30 at GCSE and 6h at A level, it maybe that you will a) sit all on a day or b) have overnight supervision and sit one the next day.

INTERNAL ASSESSMENT MARKS

Should you wish to appeal a mark which has been internally assessed, Wellington School Complaints and Appeals procedure must be followed. A copy of this is available on request.

PERSONAL DATA

The awarding bodies collect information about exam candidates. To understand what information is collected and how it is used, you must read the JCQ information for candidates – Privacy Notice.

POLICIES

All policies regarding examinations are available on request.

STATEMENTS OF ENTRY

You received this in March via tutors and were asked to check your exam and personal details. These indicate which units and subjects you have been entered for in each exam series. Keep them in a safe place so you know when your exams are. Check again and if you think something is wrong or you do not understand something, please see Mrs Baxter. A copy of your statement of entry can be reprinted and parents can request a copy is emailed home.

TIMETABLES

You are responsible for knowing your examination dates and times. A copy of the timetable is available on the school website.

UCI

In addition to your 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. This number will usually begin with the Centre Number where you sat your first external examination. It is important that the same number is used throughout your secondary education.

ULN

A Unique Learner Number (ULN) is a 10-digit reference number which is used alongside and to access the Personal Learning Record of anyone over the age of 14 involved in UK education or training. Learners will retain the same number for accessing their Personal Learning Record throughout their lives, whatever their level of learning and wherever they choose to participate in education, training and learning. The 10-digit ULN has been designed to ensure that no additional meaning can be inferred from its structure, for example, geographical location, level of learning. Its purpose is purely to provide a unique identifier for each individual's Personal Learning Record. Your UCI and your ULN are used for administration purposes and it is not necessary for you to remember them.

2. DURING THE EXAMINATIONS

ABSENCE FROM EXAMINATIONS

If you experience difficulties during the examination period (e.g. illness, injury, personal problems) please inform school or the Sixth Form at the earliest possible point so we can help and advise you with regard to whether special consideration may apply. Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that where an application is to be made for special consideration relating to absence from an examination, a medical certificate or other appropriate evidence is obtained on the day of the examination by the candidate or parent and given to Mrs Baxter without delay. For the award of a grade by special consideration, where a student misses, part of an examination through illness or personal misfortune, certain minimum criteria must be fulfilled. All cases of special consideration must be dealt with by Wellington. Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

BE PREPARED

Morning examinations start **at 8.50 am**. Afternoon examinations start **at 1.10pm**. Your examination timetable will inform you of the exact start times.

Senior Leadership will have informed you what time you need to be in school for. If not on exam leave, you may be collected and escorted to the exam room by a member of staff. For most exams you will be in Adshead Hall/ GYM and line up in Moss quad. There will be a sheet with your exam on for you to line up behind, in candidate order and we will check the attendance lists. Smaller rooms, you will line up there and be invited into the examination room by the invigilator.

All rooms: the invigilator, Exam Officer or member of Senior Leadership will explain to you that you are under exam conditions from the moment you enter the exam room until you leave the exam room with permission.

The JCQ 'Warning to Candidates' and 'Unauthorised Items' posters will be displayed outside of the examination room.

The centre number, examination paper details, length of the examination, start and finish times will be written on the board in the examination room.

You are responsible for producing legible handwriting in their exams.

Do not touch your exam paper/answer booklet until instructed to do so by the Invigilator or Exams Officer. You will be instructed to fill in your details by the invigilator. Write your name and candidate number as they appear on your candidate card on all answer booklets and papers. If you use additional paper it is recommended that you annotate your answer 'continued on additional 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 where appropriate the tier of entry. It is your responsibility to check and if incorrect, put your hand up.

Read all instructions carefully and number your answers clearly.

Do not attempt to communicate with or distract other candidates when you are in the exam room. Mobile phones, iPODS, any watch, MP3/4 players, products with an electronic communication/storage device or digital facility MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM. If any of these items are found in your possession during an examination (even if turned off) it will be taken from you and a report made to the appropriate exam board. No exceptions can be made and you could lose all of your examination marks in that paper or even the entire subject.

CONTINGENCY DAY

The awarding bodies have designated **Wednesday 29 June 2022** as a 'contingency day' for examinations. Therefore, you must be available to sit examinations up to and including this date should an awarding body need to invoke its contingency plan regardless of when your timetabled examinations are.

DRESS CODE

Pupils up to and including year 11 should wear full school uniform for all exams. Sixth Form may wear normal Sixth Form attire.

EMERGENCIES

If the fire alarm sounds during an examination the examination invigilators will tell you what to do. If you have to evacuate the room you will be asked to leave everything on your desk, close your answer booklet and vacate the room in silence and in the order in which you are sitting. You will be escorted to a designated assembly point. You must not attempt to communicate with anyone else during the evacuation. 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.

END OF AN EXAMINATION

At the end of an examination, all work must be handed in – remember to cross through any rough work with a single line. If you have used more than one answer booklet please put all your sheets inside your paper. Make sure you have your name and exam/candidate number on all separate sheets. Invigilators will collect your examination 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 examination room. You must remain seated until told to leave the examination room. Please leave the room in silence and show consideration to other students who may still be working. No food is allowed in the examination rooms.

ILLNESS DURING AN EXAMINATION

If you feel unwell during an examination you should **clearly put your hand up** to attract an invigilator's attention. They will then be able to ask what is wrong and then we can help you.

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, e.g. if a student is feeling unwell. Please note that invigilators cannot discuss the examination paper with you or explain the questions. Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and dealt with accordingly.

LATE ARRIVAL

If you are delayed for your examination you should advise the School Office as soon as possible. If you arrive late for an examination you will be taken to the examination room by a member of Wellington staff/invigilator. Wellington will do its utmost to ensure you are able to sit the examination in the full allocated time. However, Awarding Bodies warn that they may not be prepared to accept work from students who arrive very late.

MALPRACTICE (CHEATING)

Malpractice means any act or practice which is in breach of the Regulations. If any candidate is being disruptive, the invigilator will warn them that they may be removed from the examination room. The candidate will also be warned that the Awarding Body will be informed and may decide to penalise them, which could include disqualification. If you are caught cheating in any way in an examination,

you will be reported to the relevant Awarding Body. "Cheating" means doing anything that is against the rules stated on the "Warning to Candidates" leaflet and include:-

- Being in possession of a mobile phone or other electronic communication/storage device
- Being in possession of unauthorised materials, e.g. revision notes (even if you do not intend to use them).
- Communicating with other candidates.
- Copying from other candidates.
- Posting information about content of examinations on social networking sites NB: Penalties for cheating can lead to disqualification from the paper or the subject.

PERSONAL BELONGINGS

Pupils at Wellington should leave expensive items at home. If any electronic devices/wrist watches are handed in after sitting down in the exam room, Wellington will keep these items safe until after the exam.

SEATING PLANS

Seating is usually in candidate number order. It is imperative that you sit in the seat with your candidate card in, and allocated to you for a specific exam.

3. AFTER THE EXAM SEASON HAS FINISHED

NOTIFICATION OF RESULTS

FURTHER DETAILS WILL BE SENT TO PARENTS DURING THE SUMMER BREAK ON THE PROCEDURE ON COLLECTING EXAM RESULTS. THERE WILL BE SOME STAFF AVAILABLE ON THESE DAYS SHOULD YOU HAVE A QUERY.

A Level & EPQ results for the summer series will be available on **Thursday 18 August 2022**. You will be informed nearer the time of how you may collect your results.

GCSE, BTEC Level ½ qualifications, NCFE, Functional Skills and Entry Level Certificate results for the summer series are expected to be available on **Thursday 25 August 2022**. You will be informed nearer the time of how you may collect your results.

If you wish someone else to collect your results, you must give your written authorisation detailing who will come into school to collect them. An email to the attention of Mrs Baxter, Exams Officer should be sent. Any uncollected Candidate Statements of Provisional Results will be posted out first class on the results' days.

We are unable to give results out over the telephone, or by email.

Please ensure that the School Office has the correct address for you at this time.

POST-RESULTS

If you require advice regarding remarks, script returns or resits, please contact staff on hand on results days. You can also contact school.

REVIEW OF MARKING

If you wish to have a review of marking, you must pay for it yourself, unless, as happens very occasionally, a Department wants a number of scripts to be remarked. If a Department does make such a request, your permission for a review of marking will first be sought.

It is important to realise that marks and grades are not always raised as a result of a review of marking; they can be confirmed or even lowered. If the overall grade is changed, a refund will be issued; no refund is given if the marks are changed but the original grades are unchanged.

You might wish to consider obtaining a copy of your marked script before deciding whether to request a review of marking (A2 Level exam papers only).

Costs will be shared with students on results day and also available on the school website.

ACCESS TO SCRIPTS

If you wish, you may have a **photocopied script(s) of your GCE A Level exam, GCSE English and Maths** returned from the awarding bodies. To do this, you should collect an "Access to Scripts" form from Mrs Baxter or download from the school website. This form must be completed as soon as possible and handed to Mrs Baxter, with the required fee per script by the **advised deadline, usually one week after the publication of results. You cannot apply for a photocopied script after this time.**

Your scripts will be emailed to Mrs Baxter so you will be asked to either provide an email address or you will be able to collect the script from Wellington's School's Main Office. Following receipt of the photocopied script(s), you may apply for a review of marking. The deadline for review of marking requests will be published alongside the results; you will only have a few days between receiving your copy script and the deadline for requesting a remark.

If you wish to, you may have your **original script(s)** returned from the awarding bodies. To do this, you should collect an "Access to Scripts" form from Mrs Baxter or off the school website and return it **by the published deadline**, with the required fee per script. The script(s) are generally made available via email so you will be asked to provide a current email address to which the script can be sent. Note that there can be **no** appeal for a review of marking upon receipt of original scripts.

If you receive a script – whether original or photocopied – you must observe the awarding bodies rule that scripts must not be disposed of, written on or otherwise tampered with until after **30 November 2022**. The awarding bodies may request the return of scripts prior to this date and **candidates who have tampered with scripts will be penalised by disqualification from the exam and any other taken in the same session**. Further details concerning Post-Results services, including fees payable, are distributed with results information.

CERTIFICATES FOR EXTERNAL QUALIFICATIONS

Certificates arrive in school by the end of November. For Yr11 students who come back to Sixth Form, you will receive them via your tutors in December. Year 13 students and Yr11 who have not returned, parents will receive notification that they are available to collect from the school office. Several reminders, up to Easter the following year will be sent out.

Remember – your certificates are extremely important documents and must be kept safe. You must obtain replacement certificates/certified copies of results directly from the Awarding Bodies and they are expensive. The School is only legally obliged to keep any unclaimed certificates for a period of one year from the date of receipt so please ensure you claim your certificates.

4. COVID-19

At the current time it has been confirmed that external examinations will go ahead in the summer of 2022. Information is subject to change depending on the advice of the DfE and both national and local government so please ensure that parents/carers are checking their emails as this will be used for any further communication. We will keep you fully informed of any changes or developments as soon as we are aware of them. Please check the school website regularly.

5. APPENDICES:

JCQ Information for Candidates:

Coursework assessments timeline for moderation and reviewing

Non-examination assessments timeline for moderation and reviewing

On-screen tests

Privacy notice

Social Media

Written examinations

Unauthorised Items Poster

Warning to Candidates Poster

Available to view on the School's website.