

WELLINGTON SCHOOL



Candidate Examination Handbook 2023/2024

CENTRE NUMBER

33625

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

CONTENTS

- **Introduction:**
 - ♣ Purpose of this handbook
 - ♣ Contingency days: Summer 2024

- **Before the Examinations:**
 - ♣ Access Arrangements
 - ♣ Awarding Bodies and Series
 - ♣ Coursework/Non-examination Assessments
 - ♣ Equipment including rules on using calculators
 - ♣ Examination Clashes
 - ♣ Internal Assessment Marks
 - ♣ Personal Data
 - ♣ Candidate Data
 - ♣ Copyright
 - ♣ Policies
 - ♣ Statements of Entry
 - ♣ Timetables
 - ♣ UCI (Unique Candidate Identifier)
 - ♣ ULN (Unique Learner Number)

- 3. During the Examinations:**
 - ♣ Absence from Examinations
 - ♣ Be Prepared
 - ♣ Dress Code
 - ♣ Emergencies
 - ♣ End of an Examination
 - ♣ Illness/incidents during an Examination
 - ♣ Late Arrival
 - ♣ Malpractice / Cheating
 - ♣ Personal Belongings
 - ♣ Seating Plans

- 4. After the Examination Season has Finished:**
 - ♣ Notification of Results
 - ♣ Post Results Service
 - ♣ Review of marking
 - ♣ Access to scripts
 - ♣ Certificates

4. Appendices (copies also available on school website):

JCQ Information for Candidates:

- ❖ Coursework assessments (AS/A Level and Entry Level Certificate)
- ❖ Non-examination assessments
- ❖ On-screen tests
- ❖ Privacy notice
- ❖ Social Media
- ❖ Unauthorised items Poster
- ❖ Warning to Candidates Poster
- ❖ Written examinations

INTRODUCTION

The purpose of this handbook

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/carers. Please read it carefully and share it with your family, so 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 are available on the school website
(<https://www.wellington-school.co.uk/curriculum/exam-information/>)**

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:

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

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

Contingency Days for Summer 2024

The awarding bodies have designated **Thursday 6 June (PM), Thursday 13 June (PM) and Wednesday 26 June 2024 (AM and PM)** as a 'contingency sessions' for examinations.

You must be available to sit examinations up to and including 26 June, in case an awarding body needs to invoke its contingency plan, regardless of when your timetabled examinations are/were. *We therefore request that no holidays are booked until 27 June at the earliest.*

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 will be 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 Arrangements (your normal way of working).

You must not follow this form as your timetable, but use the Statement of Entry you received.

AWARDING BODIES AND SERIES

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

COURSEWORK/NON-EXAMINATION ASSESSMENTS

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

You should also be familiar with the JCQ document "Information for Candidates: non-examination assessments". Teachers will have shared this with you, and a copy is available on the school website (<https://www.wellington-school.co.uk/curriculum/exam-information/>).

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. 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. *No food is allowed in the Exam Room.*

The JCQ has strict rules about the use of calculators:

Calculators must be

- a suitable size for use on an exam desk
- either battery or solar powered
- free of lids/cases/covers.

Calculators must not:

- Be adapted/designed to offer additional facilities such as:
 - language translation
 - symbolic algebra manipulation
 - symbolic differentiation/integration
 - communication via other devices via the internet.
- Be borrowed from another candidate during an exam.
- Have retrievable information in them, such as:
 - databanks
 - dictionaries
 - mathematical formulae
 - text.

*Your calculator memory should be CLEARED before your exam begins and be in the right mode.
To check your calculator is in the right mode: $\sin+90$ should = 1.*

It is your responsibility to make sure your calculator has power and works properly before your exams. Calculators can be loaned out to students who bring one but find it is not working during the exam.

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 Shields will inform you in advance if you have a genuine clash and confirm your individual clash arrangements via ClassCharts and in writing.

In these circumstances, you will be supervised between exams 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 one subject is followed immediately by a second paper in the same subject, this is not considered a clash.

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

CANDIDATE DATA

Certain data is required by the awarding bodies in order to make the examination entries, including name, date of birth and 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.

If your preferred name is different to your legal name, please be aware that, whilst school will make every effort to reflect this (e.g. your candidate card will be in your preferred name), your examination certificates will be in your legal name unless you change it by Deed Poll. Please check your Statement of Entry [see below] – this will show you how your name will appear on your certificates. If you change your name legally and want your certificates to reflect this, please contact Mrs Shields with the details (including a copy of the Deed Poll certificate) by **31 August 2024**.

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.

POLICIES

All policies regarding examinations are available on request.

STATEMENTS OF ENTRY

You will receive your Statement of Entry in March via Form Tutors. You will be 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 this again nearer the exams and, if you think something is wrong or you do not understand something, please see Mrs Shields. If any changes are made to your entries by teaching staff, another copy of your statement of entry will be provided.

A copy of your statement of entry can be reprinted and parents/carers can request a copy is emailed home.

TIMETABLES

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

CANDIDATE/EXAM NUMBER

This is a 4 digit number which you will need to know and has to be included on all exams.

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 or 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/carer and given to Mrs Shields 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 School. Please note that mis-reading the timetable will *not* be accepted as a satisfactory explanation of absence.

BE PREPARED

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

The Senior Leadership Team will have informed you what time you need to be in school for your exam(s). 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 the Adshead Hall/ Gym and will line up in the Moss quad. There will be a sheet with your exam on for you to line up behind, in candidate order (*not surname*) and we will check the attendance lists before you go into the exam room. If you are sitting an exam in a smaller room, you will line up there and be invited into the examination room by the invigilator.

The lead invigilator, Exam Officer or member of SLT 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 rooms.

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

You are responsible for producing legible handwriting in your exams.

Do not touch your exam paper/answer booklet until instructed to do so by the leading invigilator or the Exams Officer/SLT. You will be instructed to fill in your details: 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 before you begin writing – check the subject, paper and (where appropriate) the tier of entry e.g. Foundation/Higher. It is your responsibility to check these details and, if incorrect, put your hand up to alert the invigilator.

- Read all instructions carefully and number your answers clearly.
- You can only write in **black pen** in your answer booklet.
- Only use highlighters/other colours on the question element of the paper.
- Do not use 'friction' or erasable pens.

Do not attempt to communicate with or distract other candidates when you are in the exam room.

Mobile phones, air-pods/earphones [except for noise-cancelling headphones which have been approved by the School], any watch, 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 they are 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, if you are found in possession of any forbidden items during an exam.

You must follow instructions from invigilators and school staff. Failure to follow instructions is classed as 'malpractice'.

DRESS CODE

Pupils up to and including Year 11 should wear full school uniform for all exams. Sixth Form may wear normal Sixth Form dress. External students should attend appropriately dressed for a formal situation.

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 do so.

If an evacuation is necessary, 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.

ILLNESS/INCIDENTS 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/an 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; this includes the use of Artificial Intelligence (AI) in writing non-exam assessments (NEAs).

If any candidate is being disruptive, or fails to follow instructions, 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. Malpractice/cheating means doing anything that is against the rules stated on the "Warning to Candidates" leaflet. This includes (but is not limited to):

- being in possession of a mobile phone or other electronic communication/storage device
- being in possession of unauthorised materials e.g. a watch, revision notes (even if you do not intend to use them), earphones/air-pods
- communicating (verbally or non-verbally) with other candidates whilst under exam conditions
- purposefully distracting other candidates in the exam room
- copying from other candidates or allowing your work to be copied
- sharing details of exam questions before an exam, including posting information about content of examinations on social networking sites (whether you think these are real or fake)
- not telling the School/Exam Boards about information being shared.

Please be aware that penalties for malpractice/cheating can lead to disqualification from the paper or the whole subject.

PERSONAL BELONGINGS

Expensive items should be left 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 (*not surname*). It is imperative that you sit in the seat allocated to you for a specific exam.

3. AFTER THE EXAM SEASON HAS FINISHED

NOTIFICATION OF RESULTS

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

A Level and EPQ results for the summer series will be available on **Thursday 15 August 2024**. You will be informed nearer the time of how you may collect your results.

GCSE, NCFE, Functional Skills and Entry Level Certificate results for the summer series are expected to be available on **Thursday 22 August 2024**. 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 should be sent into school, for the attention of Mrs Shields (Exams Officer), giving details of who will collect your results. The person you have nominated to collect your results should bring photo ID with them, so that staff can ensure the right person is given your results.

Any uncollected Candidate Statements of Provisional Results will be posted out first class on results day.

Please note 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 SERVICE

If you require advice regarding a review of marking, clerical re-checks or resits, please contact staff on hand on results days. You can also contact school.

Requests for post-results services must be made by you (not your parent(s)/carer(s)), due to GDPR/data protection legislation). Mrs Shields must communicate with you directly as the exam results and exam documents belong to *you*.

REVIEW OF MARKING

If you wish to have a review of marking, you or your parents/carers must pay for this. Very occasionally, a Department requests that a number of scripts be reviewed and will pay for these

from their school budget. If a Department does make such a request, your permission for a review of marking will first be sought.

Please note: a review of marking is not a “re-mark”. Your paper(s) will be reviewed by another examiner who will confirm whether or not they agree with the original marks allocated – your paper will not be marked again by a second examiner.

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. Costs for a review of marking will be shared with students on results days and will also be available on the school website.

ACCESS TO SCRIPTS

If you wish, you may request a copy of your exam scripts from the relevant awarding bodies. To do this, you should collect an "Access to Scripts" form from Mrs Shields, or download a form from the school website. This form must be completed as soon as possible and handed to Mrs Shields by the **advised deadline** [29 August for GCE, 5 September for GCSE]. You cannot apply for a photocopied script after this time.

Your script(s) will be emailed to Mrs Shields by the relevant Awarding Body, so you will be asked to either provide an email address [this should be your own personal email address, not your school email or the contact for your Parent/Carer(s)] or to collect the script from Wellington’s School’s Main Office. Following receipt of the copy script(s), you may apply for a review of marking. The deadline for review of marking requests will be published alongside the results.

Note that there can be **no** appeal for a review of marking upon receipt of original (rather than copied) 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 2024**. 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 during November. Year 11 students who come back to Sixth Form will receive their certificates via form tutors in November/December. For Year 13 students and Year 11 who have left Wellington, they or their parents/carers will receive notification that certificates 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. If you do not collect your certificates from school, you will need to obtain replacement certificates/certified copies of results directly from the Awarding Bodies in the future, and they are expensive.

Please be aware that the School is only legally obliged to keep any unclaimed certificates for *one year* from the date of receipt so please ensure you claim your certificates as soon as you can.

4. APPENDICES:

- JCQ Information for Candidates: Coursework assessments (A-Level and Entry Level Certificate).
- Information for Candidates (JCQ): written examinations.
- Non-examination assessments (NEAs).
- On-screen tests.
- Privacy notice.
- Social Media: Written examinations.
- Unauthorised Items Poster.
- Warning to Candidates Poster.
- Preparing for your exams (JCQ infographic).