

WHSG Public Exam Information Summer 2023



Monday 15th May – Friday 23rd June 2023

National Contingency Days:

Afternoons of Thursday 8th and Thursday 15th June and all day on Wednesday 28th June 2023.

*Please note that guidance from JCQ states that **candidates should be available 'up to and including' the national contingency day** in case of national or local disruption to exams*

Morning exams begin at 9am. Afternoon exams begin at 1.30pm.

Candidates **must** be outside the exam room **at least 20 minutes** before the start time.

Late arrivals should report to the Exams Office immediately on arrival to school and will be accompanied to the exam room. Late arrivals may be reported to the exam board and could result in the paper not being marked.

If you are ill on the day of your exam please inform the Exams Office as early as possible – a doctor's certificate will be required for this date.

IF YOU MISS A PUBLIC EXAM YOU CANNOT SIT IT AT ANOTHER TIME

Ahead of the Exams

Students will receive a printed **individual exam timetable** after the Easter holidays indicating the date, start time, room and individual seat number for each exam; a copy will also be emailed home to parents. **This must be kept very safe.**

A copy of each day's seating plans will be outside the exam rooms from the afternoon before. There may be room or seat changes from the original timetable so check this **BEFORE** each exam. Students should make sure they know the **room** and **seat number for each exam**, and they must sit in this seat only. They must also know their **candidate number** to put on the front of the exam script.

Students with **exam clashes** will have a clash instruction sheet attached to their printed copy of the individual timetable. Students must ensure they have read and understand the instructions for clashes. Students with exam clashes will be supervised by an exam invigilator at all times.

Students with **Access Arrangements or Reasonable Adjustment provisions** will be have a summary letter emailed to them/their parents. Please read this carefully and notify the exams office as soon as possible of any errors or omissions.



On your **exam day**

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

Before sitting your exams, ensure you know:

- ☐ the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- ☐ who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

What you cannot take into exams:

- ☐ any type of phone
- ☐ revision notes
- ☐ any type of watch (this includes analogue, digital and smart watches)



What you will need:

- ☐ a clear pencil case
- ☐ at least two black ink pens – blue pens are not acceptable
- ☐ an approved calculator for relevant exams
- ☐ appropriate apparatus such as a ruler or protractor for relevant exams
- ☐ a clear water bottle if you wish to take one in – it must not have a label



Other important information:

- ☐ Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- ☐ Fill in your details on the front of your answer booklet.
- ☐ If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- ☐ If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- ☐ Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

If you have any questions about the format on the day, please ask your teacher or exams officer.



You can also find useful information about preparing for exams at www.jcq.org.uk/exams-office/information-for-candidates-documents

EFFECTIVE FROM 1 SEPTEMBER 2022

Students must ensure that they have read all the JCQ instructions which are available through the links below and on the school website:

[Information for Candidates NEA](#)

[Information for Candidates Written Exams](#)

[Information for Candidates Privacy Notice](#)

[Information for Candidates Social Media](#)

[Warning to Candidates](#)

You are
capable of
AMAZING
things.

Equipment

Students may only bring exam materials (black pens, pencils, erasers etc.) in a clear pencil case.

NO tippex/correction fluid, erasable pens or gel pens

Students may bring a small bottle of **water ONLY** in a clear, non-coloured bottle with the label removed. There should be no patterns, markings or writing on the bottle.

Calculator lids and cases with formulae printed on them must be left outside the exam room. Students are responsible for ensuring that their calculators meet the exam board regulations and clearing the stored memory (see Calculator Regulations)

Bags and other valuables should NOT be taken into the Exam Room. Ensure you allow enough time to store your bag away before lining up,

- *Y11 should use your lockers.*
- *Y12/13 you are advised not to bring bags in to school. Any bags/coats must be left in the common room. Any valuables can be taken to C07.*

***STUDENTS ARE RESPONSIBLE FOR BRINGING ALL NECESSARY EQUIPMENT.
SPARES WILL ONLY BE PROVIDED FOR BREAKAGES***

MOBILE PHONES AND ALL WATCHES ARE STRICTLY FORBIDDEN
Possession of unauthorised items may result in disqualification

Exam Day

You should ensure that you are fully prepared for each exam day.

This includes:

- being well rested
- checking your timetable
- packing all the necessary equipment
- planning your journey so you arrive in good time.
- having a good breakfast/lunch

Year 11 students are expected to be in full school uniform.

Year 12 & 13 students should adhere to the sixth form dress code.



*If you are unavoidably delayed **DON'T PANIC** - Contact the school as soon as possible on 020 8647 2380. Please make sure that you speak to someone in the office and send an email to exams@wallingtongirls.org*

It is essential that the exams get off to a prompt start.

For exams in the Sports Hall students should line up in the quad in alphabetical order in tutor groups:

- Morning exams **NO LATER THAN 8.40am** for prompt entry to the exam room at 8.45am.
- Afternoon exams **NO LATER THAN 1.10pm** for prompt entry to the exam room at 1.15pm.

Students must be **silent** when lining up so that instructions can be heard by everyone and then remain silent when entering and sitting down in the exam room.

YOU ARE UNDER EXAM CONDITIONS AS SOON AS YOU ENTER THE EXAM ROOM

Any attempt to communicate with another candidate in the exam room could be reported as malpractice to the exam boards and may lead to disqualification.

- **Blazers** must be placed on back of chairs.
- Please remove any **hats or hoods**.
- **Lanyards** should be placed on the floor under your desk.

Toilet Breaks: No time back is given for toilet breaks. Toilet breaks are not allowed in the final 15 minutes of the exam, unless in exceptional circumstances.

When the exam is finished, students will be dismissed by the lead invigilator a row at a time. Students must leave exam and the school quickly and quietly as other exams may still be taking place.

Results Days

GCE A Level (and EPQ): Thursday 17th August 2023

GCSE: Thursday 24th August 2023

Further details will be communicated nearer the time.

Results envelopes will contain results and information on grade boundaries and post results services.



You can nominate someone to collect results on your behalf by emailing the Exams Office (exams@wallingtongirls.org). They must bring photo ID with them on the day.

Uncollected results will be posted first class to your home address after 1pm.

UNCOLLECTED RESULTS WILL BE POSTED OUT. WE DO NOT EMAIL RESULTS

Queries

Staff and members of the exams office will be available to answer your queries on results morning. If you need any further assistance/information please contact the Exams Office on 020 8254 9343 or email exams@wallingtongirls.org