

# WHSG Public Exam Information Summer 2025



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**Friday 25<sup>th</sup> April – Wednesday 25th June 2025**

National Contingency Days:  
Afternoons of Wednesday 11<sup>th</sup> June and all day on Wednesday 25th June 2025.

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*Please note that guidance from JCQ states that **candidates should be available and prepared to sit exams '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.

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

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## Ahead of the Exams

Your **individual exam timetable** gives the date, start time, room and individual seat number for each exam. **Please keep this 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 sent to them separately, 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 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 you can focus on doing your best on the day.

### Before sitting your exams, ensure you know:

- the date, time and location of each 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 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

### Contingency sessions:

- There are contingency sessions within the Summer 2025 exam timetable – the afternoon of 11 June 2025 and the morning and afternoon of 25 June 2025. Make sure you are available on all three dates even if you do not have an exam.

### What you cannot take into exams:

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



### 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 to respond.
- 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.
- 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.
- Remember to stay silent – talking to a fellow candidate could result in disqualification from all your exams.

If you have any questions about your exams, 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](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)

EFFECTIVE FROM 1 SEPTEMBER 2024

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 valuables can be taken to C07 (no bags).*

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

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

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## 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.**



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*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](mailto:exams@wallingtongirls.org)*

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***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.

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

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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:*** Toilet breaks are discouraged except in cases of emergency. No time back is given for toilet breaks.

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 14th August 2025**

**GCSE: Thursday 21<sup>st</sup> August 2025**

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](mailto:exams@wallingtongirls.org)). Your nominated proxy must bring photo ID with them on results day.

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

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

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## 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](mailto:exams@wallingtongirls.org)