



## **Exams Booklet 2020**

# **AN ESSENTIAL GUIDE FOR ALL STUDENTS**

GCE A Level & BTEC Level 3 results are released on  
**Thursday 13th August 2020**

GCSE & BTEC Level 1 & 2 results are released on  
**Thursday 20th August 2020**

Students will be able to collect results in person on these days between  
**10am and 1pm**

**PLEASE BE AWARE YOU MUST BE  
IN FULL SCHOOL UNIFORM FOR  
EVERY EXAM YOU SIT.  
YOU WILL BE SENT HOME TO  
CHANGE IF YOU DO NOT ARRIVE  
IN UNIFORM.**

## **Exam Shop**

Buy exam approved equipment needed for all of your exams at great prices!

OPEN EVERY DAY IN THE EXAMS OFFICE LOCATED OPPOSITE THE MUSIC ROOMS



### **Price List**

- Pens - 20p each
- Pencils - 15p each
- Basic Calculator - £9.90
- Advanced Calculator - £23.40
- Clear pencil case with approved exams equipment - £2.50

# INCLUDED IN THIS GUIDE

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1. Introduction
2. Exam checklist
3. Things you need to know
4. Posters you will see during the exam season
5. Enquiries About Results
6. Results—Nominated Person or Posted if not available to collect on Results Day
7. Enquiries About Results—authorisation form

**PLEASE CHECK YOUR EXAM TIMETABLE  
VERY CAREFULLY AND KEEP IT SAFE!**

# INTRODUCTION

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Dear Student,

Finally the time has come where you get to show everyone how hard you have worked during your time at The Wellington Academy. The exams you will be taking will influence what you do in the future and although it is our responsibility to ensure these exams run smoothly for you, you also need to be as prepared as possible and follow the expectations already set out in order for you to get the results you deserve.

The Exam Boards have set a number of rules and regulations for exams that you must be aware of. Please take some time to look through this booklet to ensure you are fully aware of the rules and regulations, timings and arrangements made for you.

If you do not abide by these rules, it is possible that you **WILL be disqualified** from your exams, so please make sure you read the following information carefully.

**IF THERE IS ANYTHING THAT YOU DO NOT**  
**UNDERSTAND,**  
**ASK YOUR SUBJECT TEACHER, YOUR TUTOR OR THE**  
**EXAMS OFFICER FOR HELP.**



# THE EXAMS CHECKLIST

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You **MUST** be in full school uniform, in accordance with our uniform policy, for **ALL** your exams.

If you arrive not in uniform, you will be sent home to change.



Aim to arrive at school **AT LEAST 20 minutes** prior to your exam start time. You must register in the foyer at the 'Exam Check-In Desk' before **EVERY** exam. If you are late, report to Reception as soon as you arrive. If you are more than 1/2 hour late, you may not be permitted to take the exam.

Bags and coats should be left in the dedicated space as directed by the Invigilators.



You must not have a mobile phone, MP3/4 players/smartwatches or standard watches in your possession. All electronic devices are to be **TURNED OFF** and put in your bag. **If you are found with one, even switched off, this could result in DISQUALIFICATION from your examination and your overall qualification.**



It is **YOUR** responsibility to bring **ALL** the **necessary equipment** to every exam you sit including calculator where required. Exam approved equipment is also available to buy from the Exam Shop.

You **MUST NOT** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room. If you have any questions, you should raise your hand once seated and an Invigilator will come to you as soon as they can.



No food (including chewing gum) is allowed in the exam hall.

Only clear water bottles are allowed in the exam hall -No Labels on the bottle.

# THE EXAMS CHECKLIST

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Please do not take your glasses case into the exam hall.



**Check** that you have been given the question paper you are expecting to take. If not, put your hand up straight away and wait for the Invigilator. We cannot give you extra time if you realise half way through a paper that you are doing the wrong one or the wrong tier.



You will not permitted to leave the exam room until the scheduled finish time of the exam, as advised by the Invigilator. In some cases you may have completed your exam but others around you doing a different tier may still be working and you may be asked to wait until everybody has finished so that you do not disrupt those still working. Please be patient and **DO NOT TALK** until you have left the exam room.



If you need to go to the toilet during an exam, you must put your hand up and wait. You will be escorted to the toilet either by an Invigilator or a member of staff.



If you feel ill during the exam, please put you hand up to the get the attention of the Invigilator as soon as you can.

**Remember to stay calm and remember everything you have learned!**

# THINGS YOU NEED TO KNOW

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## **CANDIDATE NUMBER**

You have been allocated a 4 figure Candidate Number that refers only to you. You can find this on your timetable and your allocated desk will have a card giving your Legal Name, Candidate Number and Centre Number for ease of reference.

**You MUST write your Legal Name, Candidate Number and Centre Number on the first page of each question paper.**

You MUST use only your legal name, not those you like to go by.

## **TIMETABLES**

Please check your individual timetable very carefully. If there are ANY mistakes (e.g. name, date of birth, exam entry/wrong tier, etc.) you MUST inform the Exams Officer immediately.

Mistakes that are not spotted at this stage could mean that your certificate is incorrectly printed later.

Check each exam date carefully and check to see if the exam is in the morning or the afternoon. If there is an exam on the list that you were not expecting to take (for example; if you know that you have already stopped or been withdrawn from a subject) you must tell the Exams Officer or your subject teacher or head of year immediately. Some students will have exam clashes.

Do not worry, come and see the Exams Officer who will tell you which exam you will be sitting first.

**YOU ALONE ARE RESPONSIBLE FOR CHECKING  
YOUR EXAM TIMETABLE**



# ON EXAM DAY - CHECK IN PROCEDURE

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Please **arrive early** on the day of your exam

Go to the **Sign in Desk** (in the atrium) and you will find out your

- **Examination Room** and
- **Seat Number**

Once you have arrived at the Examination Room you will be instructed by the Invigilator on where to place your bags and coats.

You will then go straight to your seat and await further instructions whilst remaining silent at all times.

**Once you have checked in at the exam desk please make sure that you go straight to the examination room otherwise this may result in a delay to the examination start time.**



# ABSENCE FROM EXAMS

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**You must attend all exams that are on your timetable.**

You will be charged if you fail to attend an exam that has been paid for by the Academy. If you miss an exam through illness you will not be charged if you have **a valid doctors note**. Please refer to the "What to do if you are ill?" section in this booklet for further instructions.

# BANNED ITEMS

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You must not bring any unauthorised material or equipment into the examinations room which might give you an unfair advantage such as notes, calculator cases, mobile phones, iPods, smart watches and MP3/4 players.

You are strongly advised against bringing any of these items to school with you on exam days as The Wellington Academy cannot take responsibility if they are lost or damaged.

**If a mobile phone, smart watch or other electronic communication device is found on you during an exam, even if it is turned off, a report will be made to the appropriate exam board.**

**NO EXCEPTIONS WILL BE MADE.**

# CHEATING

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If you are caught cheating in any way during an exam, you **WILL** be reported to the Exam Board. "Cheating" means doing anything that is against the rules as stated on the Notice to Candidates (included with this booklet). In severe cases, you could be disqualified from any exams for **UP TO 5 YEARS**.

# CONDUCT IN THE EXAM ROOM

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**Exam conditions** —You must be silent at all times in the exam room and you will be supervised for the entire duration. If you need assistance, put your hand up clearly and wait for an Invigilator. You will not be allowed to leave early, even if you have finished your work as this disturbs those still working around you so use this time to double check your work.

## AT THE END OF THE EXAM

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The Invigilators will collect your papers before you leave the room. Question papers, answer booklets and additional paper **must all be handed to the Invigilator to be sent to the Exam Board for marking.**

**ABSOLUTE SILENCE MUST BE MAINTAINED DURING THIS TIME.**

## SPECIAL CONSIDERATION

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If your performance in an exam has been affected by, for example, illness, bereavement or injury we can make an application for Special Consideration which is a post exam adjustment. You will need to provide a valid doctor's note if you are ill which must be submitted as soon as possible. There are many rules when applying for Special Consideration; only genuine cases will be pursued and any adjustments deemed necessary are made by the Exam Board, not The Academy.

## RESULTS

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GCE A Level BTEC Level 3 results are released on

**Thursday 13th August 10am — 1pm**

GCSE and BTEC Level 1 & 2 results are released on

**Thursday 20th August 10am — 1pm**

Students can collect results in person.

Please note, that due to the Data Protection Act we are **not able** to give out your results to **anyone other than you**, unless we have prior permission from you to do this.

If you know you are not able to collect your exams on the Results release day you **MUST make alternative arrangements with the Exam Officer.**

Please fill out the collecting results form at the back of this booklet and return to the academy before the end of Summer term.

# **WHAT TO DO IF YOU ARE ILL**

If you are ill and are unable to attend an exam it is vital you phone The Academy by 8am in the morning to inform us Tel: 01264 405060

You must obtain a valid note from your doctor detailing the reason for non-attendance, otherwise you will be charged for the exam.

There is the possibility of submitting the doctor's note to the Exam Board to ask for special consideration.

If you are feeling unwell, but still able to travel, we recommend you come to school and we can assess the situation then. In most cases it is better to take the exam if you can.

**If in doubt — PHONE THE ACADEMY 01264 405060**

**If you do not attend an exam  
without a valid reason & Doctor's note,  
you will be charged for the exam**



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. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
  - sit an examination in the name of another candidate;
  - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other unauthorised material **is breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the 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 2014



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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## Information for candidates

### For written examinations – effective from 1 September 2019

**This document has been written to help you. Read it carefully and follow the instructions.  
If there is anything you do not understand, especially which calculator you may use, ask your teacher.**

<b>A</b>	<b>Regulations – Make sure you understand the rules</b>
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You <b>must not</b> take into the exam room: <ul style="list-style-type: none"> <li>a) <b>notes;</b></li> <li>b) <b>potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.</b></li> </ul> <p><b>Any pencil cases taken into the exam room must be see-through.</b></p> <p><b>Remember:</b> possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You <b>must not</b> write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
<b>B</b>	<b>Information – Make sure you attend your exams and bring what you need</b>
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You <b>must</b> write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
<b>C</b>	<b>Calculators, Dictionaries and Computer Spell-checkers</b>
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> <li>a) make sure it works properly; check that the batteries are working properly;</li> <li>b) clear anything stored in it;</li> <li>c) remove any parts such as cases, lids or covers which have printed instructions or formulas;</li> <li>d) do not bring into the exam room any operating instructions or prepared programs.</li> </ul>
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D</b>	<b>Instructions during the exam</b>
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> <li>a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;</li> <li>b) the question paper is incomplete or badly printed.</li> </ul>
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	<b>When the invigilator tells you</b> , fill in all the details required on the front of the question paper and/or the answer booklet <b>before</b> you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use for rough work.
<b>E</b>	<b>Advice and assistance</b>
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: <ul style="list-style-type: none"> <li>a) you have a problem and are in doubt about what you should do;</li> <li>b) you do not feel well;</li> <li>c) you need more paper.</li> </ul>
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F</b>	<b>At the end of the exam</b>
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

**YOU WILL SEE THE FOLLOWING SIGNS AROUND  
THE ACADEMY DURING THE EXAM SEASON.  
PLEASE FAMILIARISE YOURSELF WITH THEM.**



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**NO IPODS, MOBILE PHONES  
MP3/4 PLAYERS  
SMARTWATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION**

**Possession of unauthorised items, such as a mobile  
phone, is a serious offence and could result in**

**DISQUALIFICATION**

**from your examination and your overall  
qualification.**

**This poster must be displayed in a prominent place outside each examination room.**

©2017 – Effective from 1 September 2017



## **Alternative Results Collection - Nominated Person or Posted**

GCE A Levels & BTEC Level 3 results are release on

**Thursday 13th August 2020 10am-1pm**

GCSE & BTEC Level 1 & 2 results are released on

**Thursday 20th August 2020 10am-1pm**

Please complete the form below and return to Exams Officer **before you leave school** or email [exams@thewellingtonacademy.org.uk](mailto:exams@thewellingtonacademy.org.uk)

Students can collect results in person between 10am and 1pm. Any results which have not been collected by 1pm will be posted to your home address you have provided unless you have given an alternative address. Please provide a stamped addressed envelope for any alternative address.

**Results are also available online after 10am on exam results day. Please login to your student portal.**

If you are unable to collect your results on these dates you can nominate somebody to collect your results on your behalf. To do this, you must give details of your nominated person on the form below.

Results will not be given to any other person without this written consent. Please advise your **nominated person** to bring a form of identification with them:

Name of Student:.....

Candidate No.:.....Year Group:.....

Nominated Person  
(and relationship):.....

☐

I hereby give permission for the Nominated Person to collect my results.  
**(They MUST bring ID with them)**



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# ENQUIRIES ABOUT RESULTS

Once you have received your results, you may feel that you wish to submit a query about them, particularly if you feel that you did well in an exam and your result does not reflect this.

You need to speak with your subject teacher to voice your concerns as soon as possible. They will be able to offer you advice on the way forward. If they feel that you have achieved the grade they expected you to, it would not be something that the school would pursue or pay for. If you are unhappy with the decision, you will be able to pursue an enquiry yourself through the exams office.

If you wish to make an enquiry yourself, you will need to complete the Candidate Consent Form below & send it to the school **By Thursday 20th August for Priority 2 service (If you are urgently awaiting results for a University place) or Friday 4th September for all other services along with payment to cover the cost. No enquiries will be made until full payment has been received. Please note the fees shown are per unit/paper.**

Should the Academy feel that your result warrants an enquiry, we will pay for it, however, we still need your written permission and you will be asked to complete the form accordingly if you wish us to proceed.

## Summer 2020 ENQUIRIES ABOUT RESULTS Form

Candidate Name: .....

Exam Board (eg AQA, OCR, CIE, WJEC Pearson):.....

Subject(s) :.....

Unit/Paper Code(s) :.....

EAR Service Requested.....

I give my consent to the head of my examination centre to make an enquiry about the final result for the examination (s) listed above. In giving my consent I understand the final subject grade awarded to me may be lower than, higher than or the same as the grade which was originally awarded for this subject.

Signed:.....Date:.....



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# Post Results Service

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## 1. Enquiry about results Service 1 (S1)

This service is a re-check of all clerical procedures which lead to the issue of a result. This service only checks to see if the overall result matches what has been written on the paper, they DO NOT review the marking

This service includes the following checks:

- all parts of the script have been marked
- the totalling of marks

## 2. Enquiry about results Service 2 (S2)

This service is a review of the original marking to ensure that the agreed mark scheme has been applied correctly.

This service includes:

- the clerical checks (EAR Service 1)
- the review of marking of units/components by a senior examiner

## 3. Enquiry about results Service 2 Priority

This service includes all of the above Service 2. However, this service is only available if a GCE A level candidate's place in higher education is dependent on the outcome.

## 4. Return of Original Scripts

The original script for each unit /component of an exam paper. Once an original script has been returned to a centre its security is compromised, and it can no longer be subject to an enquiry or investigation.

## 5. Return of photocopy of Scripts

Return of a photocopy of the scrip. This is a photocopy of the original marked exam paper that you can use to decide whether to request a review of marking (S2) or a clerical re-check (S1)

## Possible Outcomes of EAR Services

- Your achieved grade is **lowered**, meaning your final grade may be less than the one you originally received
- Your achieved grade is confirmed as correct, your grade is not changed, but you will still be charged
- Your original grade is raised, so your final grade is higher than the one you originally achieved

The EAR fee will not be charged if subject grades are amended  
 An indication of 2019 fees have been supplied

### EAR Fees 2019 GCSE & GCE and BTEC

Fees are per candidate per unit.

EAR Services	AQA	Pearson (Edexcel)	OCR	WJEC
Service 1	£8.05 GCSE £16.10 GCE	£11.10 GCSE, GCE & BTEC	£17.45 GCSE, GCE	£11.75 GCSE & GCE £12.15 GCE priority
Service 2	£37.55 GCSE (£50.35 MFL GCSE) £43.45 GCE	£35.90 GCSE, BTEC £45.85 GCE	£48.50 GCSE  £48.50 GCE	£36.00 GCSE and GCE
Service 2P	£51.75 GCE (£68.70 MFL GCE)	£54.65 GCE & BTEC	£59.80 GCE	
photocopy of Original Script	£14.35 GCSE & GCE	Free or Post EAR £12.20	£11.75 GCSE & GCE £12.15 GCE priority	£11.00 GCSE & GCE
Original Script	£18.00 GCSE & GCE	Free		





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The Wellington Academy

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