



The
Wellington
Academy

EXAMS HANDBOOK 2024



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Academy

EXAMINATIONS HANDBOOK FOR PUPILS 2024



The exams you take at The Wellington Academy are an important part of your school life and this handbook, along with the briefing in your year assembly, will ensure that you are fully briefed on the examination and assessment process and are made aware of the school, Joint Council for Qualifications (JCQ), and exam board instructions and information for candidates.

Please read this handbook carefully as it contains important information for you and your parents/guardian.

Your school e-mail will be the main form of communication from the Exams Office – **remember to check your school email regularly**. If you experience any problems with your email, please contact IT support promptly.

If you or your parents/guardian have any queries about exams, please contact the Exams Office or your Head of Year.

Exams Office contact details

exams@twa.ascendlearningtrust.org.uk



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Before Exams

Exam Regulations

- The following JCQ documents are available on the Wellington Academy website. **Please make sure you are familiar with them and know what is expected of you.** Breaking any rules or regulations could lead to disqualification.
 - Information for candidates – written examinations
 - Warning to candidates poster
 - Unauthorised items poster
 - Information for candidates – non-examination assessments
 - Information for candidates – social media
 - Information for candidates – on-screen tests
 - Information for candidates – privacy notice
 - Information for candidates – coursework assessments
 - JCQ preparing to sit your examination
 - Artificial Intelligence Poster

Exam Candidate Number, Centre Number, & Name

- You will be issued with a four-digit exam candidate number which must be written on all answer booklets and additional sheets together with the School's Centre Number: **66711**. You must write your full name on your exam papers. Known-as names, abbreviations and preferred names must not be used.

Timetables

- Once your exam entries have been made you will be issued with your personal exam timetable. **Please check this carefully.** If you have any queries, inform the Exams Office immediately. **You are responsible for knowing the dates and times of your exams.**

Exam Board Contingency Days 2024

- Exam boards build contingency days into the timetable, to allow for any national unforeseen circumstance **ALL CANDIDATES MUST REMAIN AVAILABLE UP TO AND INCLUDING THESE CONTINGENCY DAYS.** In 2024 the contingency days are: Thursday 6th June (pm); Thursday 13th June (pm) and Wednesday 26th June (all day).



Exam Clashes

- If you have 2 or more exams timetabled at the same time, and the total time is 3 hours or less, one exam will follow-on after the other. You must always remain supervised so stay in your seat at the end of the first exam.
- If the total exam time in a morning or afternoon session is more than 3 hours one of the exams will be held in a later or earlier session on the same day. In this case the Exams Office will inform you of your individual clash arrangements. You will have to remain supervised between exams; stay in your seat at the end of the first exam and wait to be collected by a clash supervisor. While you are under supervision you will not be allowed to communicate with other candidates and will not be allowed access to phones, computers or other electronic equipment.
- On very rare occasions a clash could result in the need for overnight supervision. If your clash means that you need overnight supervision you and your supervisor will be given individual information from the Exams Office.

Exam Access Arrangements

- If you have been granted access arrangements in exams following confirmation by the SENCO and approval by the exam boards, you will be informed of these arrangements separately.



During Exams

Dress Code

- Full school uniform and correct dress code is required for exams. Sixth form students must wear their identification lanyard as normal. Hoods must be down for the duration of the exam and any hats removed.

Personal Belongings

- Bags, coats and personal belongings will not be allowed into the exam room. You should only bring the equipment you need for your exam and your exam timetable. Phones/electronic devices or anything you want locked away must be placed in a clear plastic wallet with your conduct card and left in the designated area.

Watches

- Wrist watches or any other watches of any type must not be brought into the exam room.

Water Bottles

- Water bottles may be brought into the exam room, but they must be transparent and free of labels, writing, symbols and measurements.

Pencil Cases

- Pencil cases must be transparent.

Seating Plans

- There is a fixed seating plan for most exams. The seat you have been allocated will be written on your timetable. In some circumstances there may be changes which will be communicated to you when you register for that exams session.

Exam Conditions

- You are under strict exam conditions from the time you enter the exam building until you leave.

Late Arrival

- If you know that you are going to be unavoidably delayed and arrive late for an exam, you should inform the Exams Office via main school reception as soon as you can (telephone 01264 405060). When you arrive at school go immediately to the exam room and report to an Invigilator. The school will do its utmost to ensure you are able to sit the exam and have the full allocated time. Be aware that exam boards may not accept work from candidates who arrive very late.



Using a laptop/PC to type exams

- If you have an access arrangement to use a laptop/PC to type your exams you must be **supervised** and under exam conditions until after you have printed and signed your typed exam paper. You **must save your work regularly**. This means your work won't be lost if there is a problem with the pc during the exam. Unless you have an additional access arrangement the spelling and grammar check/ predictive text must be disabled. To ensure this is the case you will be working on Focus Write. You must make sure the centre number, candidate number, and the exam code appear on every sheet and every page must be numbered eg page 1 of 6. You can write these details on the sheets once they have been printed - you don't have to do it during the exam.

You will be seated in Seldon or one of the main IT rooms. Check on your timetable before the exam.

Be Prepared

- Exams start at 9.00am and 1.00pm. Make sure you arrive at the exam room 15 minutes prior to the start time of each exam and wait quietly outside until invited to enter by a member of staff.
- It is your responsibility to ensure that you have all the necessary equipment with you. The school may not be able to provide the equipment you are missing. All items of equipment, pens, pencils, mathematical instruments, etc. should be always visible to the Invigilators. Pencil cases and water bottles must be see-through as clarified above.
- Pens should be black ink or black ballpoint. You must not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens **in your answers**. You are allowed to use highlighters on the questions/resource booklets only.
- You must listen carefully to the recording of the Invigilator announcement and any instructions and notices read out by the invigilator as there may be amendments to the question paper.
- Check you have the correct question paper - subject, unit and tier.
- Read all instructions carefully and number your answers clearly.
- Write your legal name (not known-as, abbreviated or preferred names), exam candidate number and centre number on all answer booklets and additional sheets.
- There will be a 5 minute warning at the end of the exam.
- If you have any concerns at the beginning of the exam, you must raise your hand to get the attention of the invigilator.



Calculators

- You are responsible for making sure that your calculator meets the exam boards' regulations and that it is in good working order. If your calculator fails, ask the invigilator for a replacement. Calculator lids must not be brought into the exam room.

<p>Calculators must be:</p> <ul style="list-style-type: none">- of a size suitable for use on the desk- either battery or solar powered- free of lids, cases and covers <p>Candidates are responsible for the calculator's power supply and working condition, and for clearing anything stored in the calculator.</p>	<p>Calculators must not:</p> <p>Be designed or adapted to offer any of these facilities</p> <ul style="list-style-type: none">- language translators- symbolic algebra manipulation- symbolic differentiation or integration- communication with other machines or the internet <p>Be borrowed from another candidate during an examination for any reason.</p> <p>Have retrievable information stored in them; this includes:</p> <ul style="list-style-type: none">- databanks- dictionaries- mathematical formulas- text
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Malpractice (cheating) & Unauthorised Materials

- Electronic equipment such as mobile phones, iPods, MP3/4 players, wrist watches which have a data storage device, smart watches or any other products with text/digital facilities may not enter the exam room unless prior approval has been given. You could be disqualified for possession of any unauthorised items, even if you do not intend to use them.**

Other forms of malpractice include:

- being in possession of unauthorised materials eg. revision notes, reading pens
 - communicating with other candidates (by talking, signing or otherwise)
 - copying from other candidates
 - sitting an exam in the name of another candidate
 - disruptive behaviour in the exam room or during an assessment session
- Any form of malpractice including possession of unauthorised material is a very serious offence and you will be subject to penalty and possible disqualification under the *JCQ Suspected Malpractice Procedures*.



Food & Drink

- No food or drink is allowed in the exam room except for water. Bottles must be transparent and must have labels removed.

At the end of an exam

- You must check that you have completed the candidate details (name, candidate number, centre number and paper code) on the exam/question paper where required. You must have written your full name on your exam papers. Known-as names, abbreviations and preferred names must not be used.
- At the end of an exam, all work must be handed in - remember to cross out any rough work and put the sheets in the correct order.
- Invigilators will collect your question papers and completed answer booklets before you leave the room. Absolute silence must be maintained during this time. Remember, you are still under exam conditions until you have left the room.
- Question papers, answer booklets and additional sheets must NOT be taken from the exam room.
- You must remain seated until told to leave. You must leave the room in silence, one row at a time, and show consideration to other candidates who may still be working. It is malpractice to communicate in the exam room.

Invigilators

- You must listen to the invigilators and follow their instructions.
- Invigilators are in the exam room to supervise the conduct of the exam. They will distribute and collect question papers and answer booklets and deal with any problems that may occur during the exam eg. if you feel unwell.
- Invigilators cannot give explanations of questions.
- Put your hand up if you need to speak to an Invigilator.
- If you are not sure about something, ask the invigilator but remember that they cannot give explanations of questions.



Absence from Exams

- If you are unable to attend an exam due to illness or some other serious reason, your parent/guardian must contact School Reception before 9.00am on the day of the exam. Medical evidence must be provided stating your illness, specific dates and that you were unfit to take the exam.
- Additionally, if you are unwell or have been affected by circumstances outside your control at the time of your exam but feel able to sit it, inform the Exams Office immediately. Special consideration may be applied for in some cases.
- You are reminded that reimbursement of entry fees will be required should you fail to attend an exam without good reason and prior warning to the school.

Emergencies

- If the **fire alarm** sounds during an exam, the invigilators will tell you what to do. Don't panic! If you need to evacuate the room, you will be asked to leave in silence and in the order in which you are sitting. Close your paper and leave everything on your desk. You will be escorted to a designated assembly point and must stay in the seating order of the exam. You must not attempt to communicate with anyone else during the evacuation as any attempts could be considered as malpractice. When you return to the exam room, do not start writing until the invigilator tells you to. You will be allowed the full duration time for the exam and a report will be sent to the exam board detailing the incident.



After Exams

Copyright

- As well as to assess candidates, awarding bodies will be allowed to use assessment materials to provide education and training services to others, for research, and to third party IT service providers for the purpose of detecting malpractice. If you wish to opt out of part of this, please inform the Exams Office.

Results

- Results will be available in school from 8:30am on the results days

• May/June (Summer) 2024 series Results Dates	
• A-Levels • Level 3 BTEC	• 15 August 2023
• GCSEs • Level 2 Vocational Qualifications	• 22 August 2024

- Results will also be emailed to your **school** email address. You should forward them to a personal address as soon as possible as your school account will be deleted on 31 August.
- **If someone else is going to collect your results**, the collector will require authorisation from you and **you** must complete a Results Collection Request form (available at the back of this booklet). They will need to bring the completed form (signed by you) and some ID with them.
- Any results slips not collected by 12noon will be sent by post. Please make sure that the academy has the correct address. This can be updated on the Arbor portal.
- Please keep all your Statement of Results slips for future reference. They are particularly useful for completing UCAS applications.
- If you need advice about your results on results day there will be members of staff in school to help you.

Certificates

- Certificates arrive in school in November. For current pupils they will be distributed by form tutors. If you have left school, they will be sent to the address held on our school system. **If you change address after leaving school, please inform the exams office of your new address by emailing exams@twa.ascendlearningtrust.org.uk so that your certificate is sent to your correct address.**
- **Remember - your certificates are extremely important documents and must be kept safe. If you lose them the exam boards charge a fee to replace them.**



Post Results Services

- Further information will be given regarding post results services. A brief outline of different processes is described below. All requests for post results services need to be made by the student.
 - Review of Results – Clerical re-check
 - Review of Results – Review of marking
 - Access to Scripts

Special Consideration (this is not a post results service but described here for information)

- Special consideration may be given to a candidate who has temporarily experienced illness, injury or some other event outside of their control at the time of the assessment. Students and parents should let the year team know **at the time of the exams** if there have been any events such as injuries, bereavements or domestic crises at the time of the exams. There may be forms to complete.

Review of Results – Clerical re-check

- This service checks that all parts of the script have been marked, the totalling of marks and the recording of marks

Review of Results – Review of marking

- This is a post-results review of the original marking to ensure that the mark scheme has been applied correctly. The awarding body will train its reviewers to conduct reviews of marking accurately and consistently. Reviewers will not re-mark the script. They will only act to correct any errors identified in the original marking.

For both review services, student permission must be given. It is important to remember that results may go down as well as up.

Access to Scripts

- This is a copy of the marked exam paper that you can use to decide whether to request a review of marking or clerical re-check. If a student has a university place pending, they should request priority review of marking instead.

Deadlines

- There are tight deadlines for applying for these services. The dates are yet to be confirmed by all boards and the Academy will share them when they are available. Senior teachers will be available on results days to discuss reviews with students



Non-Examination Assessments & Coursework

- Non-examination assessments and coursework are also subject to JCQ rules and regulations. You **must** make yourself familiar with the notices on the school website. If there is anything you do not understand, discuss with your subject teacher.
- The regulations state that;
“the work which you submit for assessment must be your own” “you must not copy from someone else or allow another candidate to copy from you”

If you copy the works or ideas of others and don't show your sources in references and a bibliography, this will be considered as cheating. On the following page is information regarding the use of AI in assessments.

REMEMBER - IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK



AI and Assessments

A quick guide for students



What is AI?

- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased



How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

THIS IS CHEATING!



How do I make sure I don't misuse AI?



1 Know the rules

- You're **not allowed** to use AI tools when you're in an exam
- Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
- Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work

2 Reference reference reference!

- If you're allowed to use AI tools, you must reference them clearly
- Name the AI tool you used
 - Add the date you generated the content
 - Explain how you used it
 - Save a screenshot of the questions you asked and the answers you got

3 Declare it's all your own work

– When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references



What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

DON'T RISK IT!



REMEMBER

Misusing AI is cheating!

Know the rules

Talk to your teachers

Reference clearly



RESULTS COLLECTION REQUEST

Complete this form if you want someone else to collect your results

For the attention of the Examination Office.

I authorise the person named below to collect my **GCSE / A LEVEL / BTEC /CAMBRIDGE INTERNATIONAL** (please circle) exam results on my behalf.

Name of Person Collecting Results: _____

Type of ID that will be provided by Person Collecting Results:_____

Pupil Name: _____

Pupil Signature: _____ Date:_____

EMAIL REQUEST

Complete this form if you want your results emailed to an address that is **NOT** your school email address.

If you want your results emailed to your **school email address** you do not need to complete this form but you do need to let us know at exams@twa.ascendlearningtrust.org.uk

For the attention of the Examination Office.

Please email my **GCSE / A LEVEL / BTEC / CAMBRIDGE INTERNATIONAL** (please circle) to the **following email address(es)**

Email address 1_____

Email address 2_____

Email address 3_____

Student Name: _____

Pupil Signature : _____ Date:_____



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

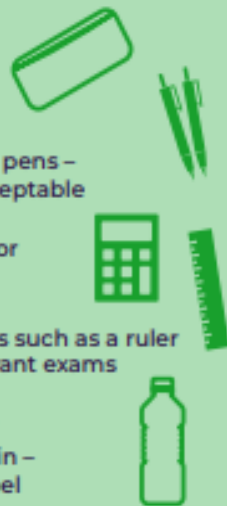
What you cannot take into exams:

- 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.ica.org.uk/exams-office/information-for-candidates-documents



AQA

City & Guilds

CCEA

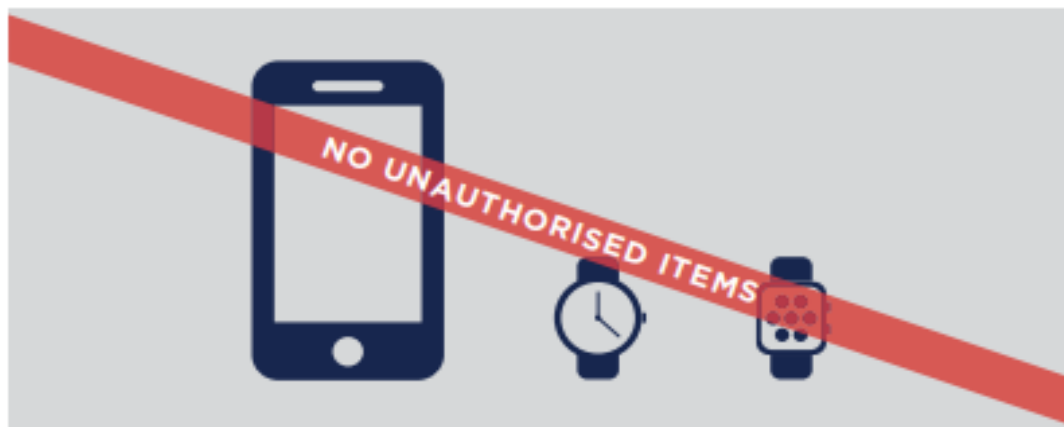
OCR

Pearson

WJEC

NO MOBILE PHONES NO WATCHES

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



Possession of unauthorised items, such as a mobile phone
or any watch, 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.



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. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an 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.



Additional resource:

[Exam Time & Exam Stress | Parents Guide To Support | YoungMinds](#)
[Information for candidates documents - JCQ Joint Council for Qualifications](#)