

Summer 2024 Exams - 6th Form

Exam Expectations:

All candidates are expected to abide by the JCQ Exam Regulations as well as the Winchmore School Rules during Exam time. JCQ 'Information for Candidates' should be read in conjunction with this document and can be found on the Exams Section of the school website.

Before the Exam:

- Be on time for all your exams. Be aware of the dates & times of your exams & arrive at least 20 minutes prior to the exam start time.
- Once the handbell is rung, all candidates must be in the Sports Hall playground lined up alphabetically or as directed by the exams team.
- If you have an emergency and may arrive late for an exam, please inform the 6th Form Office immediately. Once you arrive for the exam, report to an invigilator. If you arrive more than 1 hour after the published starting time you may not be allowed to take the exam.

Bring with you:

- A clear water bottle - the label must be removed.
- A clear pencil case, at least 2 black pens (you must not write in blue pen), a pencil & any other equipment you may need for that exam such as a ruler / maths set, eraser & calculator.

Calculators:

- You may use a calculator unless the instructions state otherwise. If you use a calculator make sure it works properly, clear anything stored on it, remove the case /cover/or lid.

Identification:

- All students **MUST** wear their lanyards for all exams with the photo facing outwards.

What should you wear:

- Please wear appropriate clothing - any candidate dressed inappropriately will be sent home to change and may not be allowed to enter future exams. This will be discussed further in the Exam Briefing Assembly

Unauthorised Materials:

- Do not bring into an exam the following items:
 - Phone, Earbuds / AirPods or any other electronic device
 - Any type of Watch (analogue, digital or smart)
 - Any notes
 - Any food or drink (other than water in a clear water bottle)
- Possession of unauthorised items or material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty & possible disqualification.

Malpractice:

- Do not become involved in any unfair or dishonest practice during the exam. If you try to cheat or break the rules in any way, you could be disqualified from all the subjects.
- Do not talk to or try to communicate with, or disturb other candidates once the exam has started.

In the Exam:

- You are under formal exam conditions from the moment you enter the exam room.
- Place your belongings at the back of the exam room and find your seat in silence.
- Always listen to the invigilator and follow their instructions. If you are unsure of anything, raise your hand & wait.

- Check you have the correct exam paper on your desk and all exam materials listed on the question paper that you will need.
- Do not open the question paper and/or answer booklet until instructed to do so. Do not start writing anything until the invigilator tells you to fill in the details required on the front of the question paper / answer booklet.
- You must not write or draw offensive or obscene material.
- If you feel unwell, put your hand up and let an invigilator know immediately.
- If you leave the exam room unaccompanied by an invigilator before the end of the exam you will not be allowed to return.

At the end of the exam:

- If you finish your exam before the end of the allocated time, remain silent & do not disturb other candidates
- Do not leave the exam room unless you have been dismissed by the invigilator and only after all exam papers & materials have been collected from your desk.

Other Information:

Contingency Days:

These are days used for exams if a significant, unexpected event causes disruption to the planned exam timetable. All students must be available for these days. For Summer 2024 these dates are 6th June (PM only), 13th June (PM only) and 26th June (all day)

Exam Clashes:

A clash is 'two or more exams at the same time on the same day'. If you notice that you have a clash on your timetable, please inform the Exams Manager (Mrs Kyriacou) immediately who will arrange for you to take one paper after the other (after a supervised rest break). More details will be given in the Exam Briefing Assembly

NEA:

Candidates will be informed of their centre assessed marks from any Non-Examined Assessment (NEA) before the marks are submitted to the awarding body, allowing the candidate to request a review (of the centre's marking). Please refer to our Internal Appeals Procedure (Internal Assessment Decisions) in the Exams section of the website for more detail.

Summer Results Days:

Thursday 15th August - AS, A Level, EPQ, BTEC Nationals

Thursday 22nd August - GCSE, BTEC First & Technical Awards

Post Results Services: -

If you are not happy with your results, speak to your Head of Year, Mr Lerner, Mr Panayi or the Exams Manager Mrs Kyriacou in the first instance. The school may then be able to apply for access to your scripts, a review of marking or moderation on your behalf. There may be a fee involved. For more information - refer to the Post Results Services in the Exams Section on the Website

Certificates:

The school will receive certificates from the Summer exams in November. They will be logged and students will be invited to a presentation evening to collect their certificates or any awards. Those unable to attend, can collect their certificates from the main office.

Complaints & Appeals: Refer to the Complaints and Appeals Policy in the Exams Section on the school website.

Your Parent / Carer will also be emailed your timetable and this document.