Examinations Information 2025 / 2026

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Attendance

We know that the routine for coming to school every day and contact with their subject teachers allows them the best chance to perform well in these exams. This is especially important because these final weeks represent an opportunity to maximise learning time in school. During the exam season, **students will be expected to come into school as normal every day**. They will go to lessons as usual, where they will work on revision and exam practice until the exams for that subject are over. They will then continue to go to that lesson when it is timetabled but will be able to use the time for revision in other subjects yet to be examined.

However, as the examination season come closer to the end, we appreciate that students might start to benefit from a phased leaving to allow for more bespoke revision at home. Therefore, from this point students will only need to attend for the examinations that they are entered for following their personal examination timetable **arriving between 8:00am and 8:30am** for any morning examination, and between **12:30pm and 1:00pm** for any afternoon examination. It is essential that students are prompt to exams – students will not be allowed entry into the exam hall if they are late.

For students who do not wish to work from home, provision will be available in school to allow them areas to revise quietly.

When the phased leaving plan is published parents must complete an online form to give permission for your child to leave the school premises. This is to ensure the highest levels of safeguarding of are maintained during the examination session.

Please note that **students must still be available until 24th June** which has been allocated as a contingency das if any examinations are disrupted on a national or local level and as such require rescheduling by the exam boards. Examination boards will not accept holiday as a genuine reason for being absent from examinations taking place on 25 the June.

Absence from examinations

If a student cannot attend an exam, please contact Miss R Brolan, the examination officer, to let us know as soon as possible, preferably at least the morning before for the examination, with a reason (if the reason is due to illness, a doctor's note will be required as evidence for us to provide to the examination boards). Should a candidate fail to attend an examination without good reason the school will have no option but to mark you as absent from that examination. **Please note that misreading your timetable will not be accepted as a satisfactory explanation of absence.**

Miss Brolan can be contacted on rbrolan@thewilnecoteschool.org

The school absence line is **01827 831300 or 01827 831349**

Please also mention the GCSE exam as part of your message. It should be noted that unfortunately, due to the conditions set in place by the Joint Council for Qualifications (JCQ), students who miss exams will not be able to sit them at another time**.**

Failure to follow the correct examination absence rules or provide the required medical evidence could result in parents/carers being billed for the cost of the examination entry fee. In such cases, you will be contacted by both Miss R Brolan and the school finance team.

Please find here a link to an important document from the JCQ that outlines some important information for all parents/carers and students who are taking exams in 2024:

https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-Written_Examinations_2024_FINAL.pdf

https://www.jcq.org.uk/exams-office/exam-room-posters/

Further information can be found on the JCQ website.

Special Considerations

- If you experience difficulties during the examinations (e.g. illness, injury or personal problems) please inform the school at the earliest opportunity so we can advise you.
- Only in exceptional circumstances are candidates awarded special consideration for absence from any part of the examination. There are strict guidelines that specify the circumstances under which the academy may 'apply' for absent candidate's status. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the examinations officer without delay. In all cases the final decision of whether to apply for special consideration will be made by the examinations manager, who will assess the nature of the absence and the evidence supplied against the criteria specified by JCQ. Please note it is down to the examination board to decide if the application is approved. Further information can be found on the JCQ website (A Guide to the Special Consideration process).

Rules and expectations during examinations

Candidates will not be allowed contact with other people. The Examination Room Items that may be taken into the examination room

- Only material that is listed on the question paper is permitted in the examination room.
- The school expects you to bring your own equipment for each examination, it must be always a in a clear transparent pencil case and visible to invigilators.
- Pens should be black ballpoint.
- Gel pens and erasable pens are not permitted as these may be erased by the scanning process.
- Correction pens/fluids are not allowed.
- Highlighter pens can be used on the questions but must not be used in the answer section.
- For Mathematics and Science exams, students should make sure their calculators conform to the regulations. If in doubt check with your teacher. Covers or instructions should be removed, and the calculator cleared of formulas prior to entering the exam room.
- Include in your pencil case a pencil, rubber, ruler, protractor, and compasses on the days you need them.
- Water is allowed, although it must be in a clear bottle with a sports style top and the label must be removed. Unless there is a medical reason which has already been discussed with the examinations officer in advance no other kinds of food or drink are permitted.

Items that are NOT be taken into the examination room

- NO watches – regardless of being digital or analogue are allowed to be worn. JCQ state that this is because it is near impossible to tell the difference between a smart watch and a standard watch. This ruling extends to include traditional wind up/battery powered analogue wrist watches. An analogue clock will be displayed in each exam room. Any concerns please raise them with the Examinations Officer.
- Any web-enable devices, including mobile phones, iPods and smart watches MUST NOT be brought into the examination room. They should be switched off and left in your bags. You will be given one last opportunity to hand it to an invigilator prior to the start of each examination. If you are caught with a mobile phone on your person during the examination it will be regarded as malpractice and is subject to severe penalty from the awarding bodies, even if it is turned off.
- Bags and coats are not permitted at your desk and all pockets on your person must be empty.
- You should not write on your hands before or during the examination itself. Anyone seen with writing on their hands will be asked to remove it.
- Pieces of paper in pockets regardless of what is written on them. On the day of the examination, you are responsible for knowing when your examinations are and expected to arrive in school between 8:00- 8.30am and/or 12.30 – 1:00pm on the correct day. Any student found to have material on them that is not allowed would normally be disqualified from the paper but maybe disqualified from the subject.
- Morning exams start at 9am and afternoon exams 1pm.
- You will be sent to your examination room from the atrium.
- Full uniform should be worn in accordance with the academy's expectations and must be worn by all students attending the examinations. Please wait quietly outside your examination room until you are invited to enter by the examination invigilators. Invigilators.
- The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and always follow their instructions.
- Invigilators are in the examination rooms to ensure the security of the examination and the welfare of the candidates. They will distribute and collect the examination papers, tell candidates when to start and finish the exam, hand out extra writing paper if required and deal with any problems that occur during the examination. For example, if a candidate is feeling unwell.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions or advise on which questions to answer.
- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and members of the Senior Leadership Team. The minimum penalties are as follows: Device found on you and turned ON – disqualification for the entire subject award. Device found on you and turned OFF – disqualification from the specific paper you are sitting at the time. If your phone rings during the examination wherever it is in the room the examination board must be informed and you may be disqualified from all papers for the subject (including any already taken)

Examinations Conditions

- As soon as you enter the examination room you are under exam conditions and must not attempt to communicate with or distract other candidates.
- Any student who has not handed in their mobile phone, any other web-enabled device or watch must do so as soon as they are asked to do so by an Invigilator.
- You must not write on the examination desks. This is regarded as vandalism, and you will be asked to clean off any damage.
- Do not draw graffiti or write offensive comments on examination papers, if you do the awarding body may refuse to accept your paper.
- Listen carefully to instructions and notices read out by the invigilators, there may be amendments to the examination paper that you will need to know.
- Students must accurately complete the information on the front of the examination paper, especially their candidate number. Failure to do so may result in the delay or loss of your result.
- Check that you have the correct question paper - check the subject, paper, and tier of entry. Be prepared to raise your hand if you are worried something isn't right.
- Read all the instructions carefully and number your answers clearly.
- The length of an examination cannot be altered, and you are required to stay under full examination conditions for the duration of the examination. If you finish a paper early use any time remaining to check over your answers and ensure that you have completed your details correctly.
- Once seated you must remain seated, if you require assistant of any kind - please put your hand up clearly and an invigilator will come to you. When the examination has finished
- You must continue to remain silent and not attempt to communicate with anyone until you have left the examination room as you can still risk malpractice. You will be told when you can leave the room.
- Invigilators will collect your exam papers before you are allowed to leave the room.
- If you have used more than one answer book or loose sheets of paper, make sure you write your name, candidate number and the question number on each piece of paper. Put the extra paper inside your answer booklet.
- Please make sure your device (including any alarms) is turned off. If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination – even if it is turned off, it will be taken from you and a report made to the appropriate awarding body. No exceptions can be made.
- All rough work must be handed in and submitted to the board – so remember to cross it out.
- No examination materials must be taken from the room.
- Please remain silent as you leave the room. Different subjects / tiers may have different finishing times. Please show consideration for the candidates still working.

<u>After the examination / notification of result</u>

The Summer GCSE / L2 BTEC – **Results Day: 20th August 2026.**

Collection of results:

- If you wish for your results to be posted, you must provide a stamp addressed envelope and ensure that this is handed to the Examinations Officer prior to the end of term.
- If you wish for any other person (including family members) to collect your results on your behalf, you must give your written authorisation to the school before results day, preferably before the end of the term. The nominated person will need to provide identification such as a passport or driving license before the results can be released.
- No results will be given out by telephone under any circumstances in accordance with Data Protection rules.
- We are only able to email results out to a school email address and not a personal account.
- School will be open from 9am – 11am for the collection of results. This will be in the Drama studios 62/63. You will be greeted by the Exams Officer and data manager to confirm identity. Careers and post results support will be available. You will receive a reminder and further information closer to the day via the school app.

Post results services

- If you need post-results advice regarding examination reviews of marking, the Examinations Officer, teaching staff and members of the Senior Leadership Team will be available on Results Day.
- Certificates will be available for collection in November. These can then be collected from the main reception desk. It is important that you arrange to collect your certificates as they are legal documents, and you will require them in order to apply for further education and jobs. If you lose your certificates, please note Examination Boards can provide a 'Certifying Statement of Results', at a cost of £45 to £50 per Board. It is rare that they will offer a replacement certificate. The school therefore strongly recommends that you make every effort to collect your certificates as soon as they are available and keep them safe.

Review of Marking

As its name implies, this service runs after you have received your results. If you are unhappy with your results or there is an anomaly, we would advise you to firstly, speak to your subject teacher. If they support your concern, they may advise you to use one of the post results services available to you.

We can request a clerical check and/or a marking review of the script. The 'script' is the name given to your exam answer paper. Signed consent is needed by the school before any applications can be made and the application must through the school by the exam officer. The services available are:

Service 1 (Clerical re-check)

A clerical re-check of a marked paper will make sure that:

- the exam marker marked all the pages.
- the exam board counted all the marks.
- the result matches the marks on the paper.

Your grade can go down as well as up. A clerical re check takes up to **10 calendar days**. The request must be received by the school by **24th September 2026.**

Service 2 (Review of marking)

If you request a review or priority review of marking:

- it includes a clerical re-check.
- you'll receive a copy of the reviewed script as part of this service.
- a second examiner will review the paper/recording again to identify genuine marking errors or unreasonable marking.
- make sure all the marks are counted.

Your grade can go down as well as up. It takes up to **20 calendar days** for a review of marking. The request must be received by the school by **24th September 2026**

Service 3 (Priority 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. Schools and colleges will receive the papers **within a week of the request**. The request must be received by the school by **3rd September 2026**.

In our experience marks very rarely are changed and if they are it is normally by only 1 or 2 marks either way. If after reviewing the school does not support your request, there is the option to cover the cost yourself. These costs vary across the exam boards, please get in touch if you need further information.

Please take note, grades can go down as well as up. Once a request is submitted it cannot be revoked and you cannot revert to your original mark.

Further information on post-results services can be found on our website on results day: https://thewilnecoteschool.com/exams/

Frequently Asked Questions (FAQ)

Q. What do I do if I forget my candidate number?

- Candidate numbers are printed on your individual timetable, ID card and on the attendance registers. Invigilators will be able to help you find your number.

Q. What do I do if I forget the school centre number?

- The centre number is **30645** It will be clearly displayed in every examination room.

Q. What is an Appeal for Special Consideration?

- Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). You should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstance beyond their control. Examples of this may be illness, accident or injury, bereavement, and domestic crisis. The Examinations officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last examination session for each subject) and the candidate will be required to provide evidence to support such an application.

Q. If I miss the examination can I take it another day?

- No. Timetables are regulated by the examination boards, and you must attend on the given date and time.

Q. What do I do if I feel ill during the examination?

- Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an examination and if this may have affected your performance.

Q. If I am too ill to attend the exam, what will happen?

- An Appeal for Special Consideration can be made if you have supporting evidence. For minor ailments please contact the exams officer who can advise on adjustments that can be made. It is always better to attempt the exam if you can. If you miss the exam, it cannot be taken on another day.

Q. If I'm late can I still sit the examination?

- Provided you are no more than half an hour late, it may still be possible for you to sit the examination. You should get to the school as quickly as possible and report to Student Reception. A member of staff will escort you to the examination room. You must not enter an examination room without permission.
- You should also be aware that if you start the examination more than 1 hour after the published start time, the school must inform the awarding body and it is possible that they may decide not to accept your work. Please ensure that you allow enough time to get to the school so that if you are delayed you will still arrive on time.
- If you are likely to be late you must: Immediately telephone the school giving your name, year, reason for lateness, and anticipated time of arrival. Make it clear you are due to sit

an exam. When you arrive, you will be met and escorted to the examination room. If you are travelling with parents/carers, please ask them to stay with you until you are met. Do not use your mobile phone or smartwatch after the scheduled start time for the examination - give your devices to an adult as soon as possible. An adult who can confirm you've had no outside contact, may help with the acceptance of a late script application.

Q. What is meant by the term 'malpractice'?

- Malpractice is when a candidate fails to comply with the JCQ regulations.

Q. How do I know how long the examination is?

- The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the examination. They will write the finish time of the examination on a board at the front of the room. There will be a clock in all examination rooms.

Q. What do I do if the fire alarm goes off?

- If the fire alarm sounds during an examination the invigilators will tell you what to do. Don't panic. If you have to evacuate the room, you will be asked to leave in silence and in the order which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the examination room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and report will be sent to the awarding body detailing the incident.

Q. Can I go to the toilet during the examination?

- If it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time. A record will be made of the student leaving the examination room. Toilet breaks are not permitted during the first 30 minutes or the last 30 minutes of an exam.

Q. If I have more than one examination on a day can I get lunch at school?

- Students who have examinations in both morning and afternoon sessions may obtain lunch from the restaurant in the usual way or bring a packed lunch.

Q. I am entitled to extra time – how will this affect the way I take my examinations?

- Some students receive an allowance of 25% extra time. Students with extra time can still be in the main examinations hall and invigilators will be aware of who has additional time.

Q. What do I do if on results day I don't get the grades I need?

- Staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your result you should first consult the Head of Subject or teacher to obtain their advice as to the advisability of requesting a re-mark. You should be aware that your mark could go down as well as up or even stay the same. A candidate consent form will need to be completed and returned to the Examinations Officer. If there is anything you do not understand or any question that has not been addressed, please contact the Examinations Office.

- **Examinations Officer - The Wilnecote School, Tinkers Green Road, Wilnecote, Tamworth, Staffordshire, B77 5LF. Miss R Brolan – 01827 831300 rbrolan@thewilnecoteschool.org**
- If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.
- If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body, and it will be investigated. Where candidates breach the rules for examinations, controlled assessments, coursework, or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties. The documents linked have been written to help you stay within exam regulations. Please read them carefully.

  Information for candidates

  Using social media and examinations/assessments

  http://www.jcq.org.uk/exams-office/information

- Familiarise yourself with the JCQ rules for candidates' documents found on the school website or the JCQ website.