

Waldegrave School



Year 13

Summer Examinations Handbook

for

Parents, Students and Staff

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Key points

- Exams take place from Monday 11 May until Thursday 18 June
- Students only need to be in school for their exams
- Morning exams start at 9 am (arrive before 8:45)
- Afternoon exams start at 1:15 pm (arrive in school by 12:50)
- Most students will take their exams in the sports hall
- Students may study in school when not in exams
- Students in school other than for their exams will need to sign in and out as usual
- Absences need to be reported in the usual way as a matter of urgency
- All examinations take place under the [JCQ regulations](#)

The main exam timetable

	AM	PM
Monday, 11 May	Economics	
Tuesday, 12 May	Geography	
Wednesday, 13 May	English Literature	
Thursday, 14 May		Media Studies Further Maths
Friday, 15 May	Psychology	
Monday, 18 May	Sociology	Economics
Tuesday, 19 May	German	History
	History	
Wednesday, 20 May	Psychology	Physics
Thursday, 21 May	Drama Politics Physical Education	Geography Further Maths
Monday, 1 June	English Literature Physics	Physical Education
Tuesday, 2 June	Chemistry German	History
Wednesday, 3 June	Sociology	Mathematics
Thursday, 4 June	Economics Religious Studies Spanish	Media Studies Biology
Friday, 5 June	Psychology	Further Maths
Monday, 8 June	Politics Physics French	Music
Tuesday, 9 June	Chemistry Religious Studies	
Wednesday, 10 June	English Literature	
Thursday, 11 June	History	Mathematics
Friday, 12 June	Biology	Sociology Spanish Further Maths
Monday, 15 June	Chemistry	Religious Studies
Tuesday, 16 June	Physical Education Biology	Politics
Wednesday, 17 June	French	
Thursday, 18 June		Mathematics

Detailed copies have been shared with students

Seating Plans

Seating plans will be displayed in the sixth Form centre. Students must take responsibility for checking the seating plan before the start of each exam. Please note seating plans are different for each examination. If a student is not on the seating plan, they must let a member of staff know. Students must sit in the designated place to allow a register to be accurately taken for the exam boards.

Equipment

Students must only bring allowed equipment into the examination room. This must be in a clear pencil case. A clear water bottle (with no labels) is allowed. **No watches may be worn.** Calculators may be used in certain examinations, but the case must be removed before the exam.

Students need to be fully prepared for the examination, bringing all the equipment needed. They are advised to have several pens and pencils, rather than just one. Equipment can be lent in an emergency, but students should take responsibility and are expected to plan and be organised. It would be sensible to keep the equipment in school in lockers ready for each examination.

Study in school

Students are welcome to stay in school and study when they are not in exams, if they feel it will be beneficial. However, students are also advised to think carefully about whether it would be better to use the time to get some exercise or rest and relax. If students are staying in school they must sign in and out as usual.

Absence from School and Illness

Parents must report any absences to the school in the usual way as a matter of urgency. **If a student is absent and misses their exams, they will not be able to sit it at a different time.** We will contact parents and we may contact students directly if students are absent from an examination and we haven't received notification.

We ask parents to contact the school for advice at the earliest opportunity if a student is unwell (for example actual sickness/vomiting). However, we do recognise that the additional anxiety around exams can lead to students feeling unwell, but once they get into the exam they are fine. Students must be in school at the official start time of the examination, so it is important that they arrive on time even if they have minor discomfort such as colds and headaches.

If a student is unwell either before or during an examination, we can record that information and consider whether this should be taken into account and special consideration applied for. Please see the section on "if something goes wrong".

Arriving at school

Students need to arrive at a good time for their exams. This will help reduce anxiety and allow good time to get organised. They need to be ready to line up for their exams at 8:45 in the morning and 1:00 in the afternoon. If a student is late they should report to the sixth form reception and they will be escorted to the exam. If there is a legitimate reason for lateness, this needs to be communicated by parents. Students may be allowed the full time of the exam if they have a legitimate reason (at the discretion of the examinations officer). Please note that in the external examinations, lateness must be recorded for the examination board. Students will not be allowed to sit the examination if they are too late.

Behaviour

We expect standards of behaviour coming to and from school, around school and during the exams to be of the same high standard as usual. We will use our behaviour policy to address any issues. Our invigilators are fully trained members of the school staff and appropriate respect for their authority in the examination hall must be shown at all times. Any disruption to exams or malpractice (cheating) will be reported to the examination boards. This could lead to a student being disqualified from one or all of their examinations.

Using Access Arrangements

Students who have access arrangements (additional time, laptops, readers, etc) must check that they understand what they are allowed before the exam and speak to an invigilator if they are unsure. It is important that students know how best to use their access arrangements.

If something goes wrong

There may be a rare occasion where something goes wrong either before or during an examination. It is really important that students raise any issues with the invigilators at the earliest stage during an exam. For example, they should let an invigilator know if they think there is a problem with the exam paper, they don't have the correct equipment or they feel unwell. **Students should raise any issues with a member of staff before they leave school** to ensure that they are dealt with correctly. If there is an emergency in the exam venue (for example a fire alarm), follow the instructions of the invigilators.

There is a process for special considerations should there be a legitimate reason why a student is not able to do their best in an examination. This might include exceptional circumstances at home, illness, or significant disruption to an exam. It is important that parents provide supporting evidence if requested. The examination board will decide if the special consideration application is valid and this may lead to a small adjustment to the score awarded (at most 5%).

And finally...

We are really proud of the work that Year 13 students have done to prepare themselves for these examinations. We expect them to do really well, but there may be times when they come out of an examination feeling concerned about how well they did. The key message for the students is to take each day and exam one step at a time, and when one exam is finished put it behind you and prepare for the next one. No one knows grade boundaries until all the exams have been marked, and remember, no one ever needs full marks to get the top grade, and good grades can be achieved even with quite a lot of mistakes.