West Hill School

Aiming High Since 1927

GCSE Guide to Exams, Routines, Rules and Expectations

West Hill School Thompson Cross, Stamford Street, Stalybridge, Cheshire SK15 1LX T: 0161 338 2193 E: admin@westhillschool.co.uk W: www.westhillschool.co.uk

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Introduction

This booklet has been designed to help you during your GCSE mock and public exams.

People referred to in this booklet:

The Exams Officer	Mrs Hemmings, Reception Office
The Attendance Officer	Ms Stevenson, Student Services

Centre Information:

Centre Name: West Hill School, Stalybridge

Centre Number: 33555

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FAQs

Exam Timetable -

What should I check on my exam timetable?

Check all the details on **your** individual exam timetable are correct. This will be issued with this booklet.

- ✓ Your **legal** names are spelt correctly
- ✓ Date of birth is correct
- ✓ Ensure the exams you are entered for are the correct subject, unit and tier

Please let the Exams Officer know as soon as possible if there is an error with any of the details listed on your timetable.

Exam Clashes

What if I have an exam clash?

If you notice an exam clash you will be contacted on an individual basis by the Exams Officer who will explain the arrangements put in place for you.

Please do not hesitate to contact the Mrs Hemmings, Exams Officer if you are unsure what the arrangements are.

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Exam Venues & Seating Plans –

How do I find out what I will be sitting for my exams?

Seating plans are displayed on the glass doors in the school hall and in the dining room window.

Please check which exam venue you will be sitting the exam and take note of your seat number as these will change according to the exam.

It is very important you sit in the correct seat as you may be given the wrong exam paper if you do not do so and can lead to complications around attendance.

Equipment

What equipment should I have?

You should bring:

- ✓ **Two black pens**
- ✓ Pencil,
- ✓ Rubber
- ✓ Ruler and
- ✓ any other equipment needed for your exam eg. calculator / mathematical instruments.

Only **clear pencil cases** are allowed on your desk.

All other type of pencil cases and calculator lids must be left in your bag.

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Behaviour Expectations in the Exam Venue:

- ✓ Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your **answers**.
- ✓ Any diagrams or pictures should be drawn in pencil. If you make a mistake in the exam, draw a single neat line through the work you do not want to be marked.
- ✓ It is your responsibility to clear the memory in your calculator and calculator lids are not permitted in the exam room.
- ✓ Come to school dressed in your correct full school uniform and footwear.
- ✓ No food is allowed in the exam room.
- ✓ You can bring a 500ml bottle of water in a clear transparent bottle only. Colours or writing are not allowed. Please ensure all labels are removed before entering the exam venue.
- ✓ Visit the toilet before all exams. You are not allowed a toilet break for an hour after the exam has started and you should avoid leaving the exam venue for any toilet breaks.
- ✓ You must not have writing / scribble on any part of your body.
- ✓ You must not doodle on the examination paper, desk or yourself during the exam.

Fire Alarm

What if the fire alarms sounds during my exam:

If the fire alarm sounds during the examination the invigilators will tell you what to do.

If the exam room needs to be evacuated you will be asked to leave in complete silence and in the order, you were sitting. You will be taken to the evacuation point, which will be different to the usual assembly point.

Please leave **EVERYTHING** on your desk.

DO NOT speak to anyone else and when you return **DO NOT START WRITING** until you have been told to do so.

You will still get the full working time.

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Absence for Examinations

If you are ill and cannot take the exam, you MUST telephone the school immediately and leave a message for the Exams Officer with Student Services /Attendance Officer.

JCQ Candidate Information (all these documents on the school website)

You can see JCQ information on our website, please follow this link :

https://www.westhillschool.co.uk/examinformation

JCQ Unauthorised items poster

Warning to Candidate poster

Information for candidates – Coursework Assessment

Information for candidates – Non-examination assessments

Information for candidates – Written examinations

Information for candidates – On-screen tests

Information for candidates – Using social media and examinations/ assessment

Information for candidate – see overleaf – JCQ Preparing to sit exams

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JCQ CIC

On your exam day

This checklist will help you to be as prepared as possible for your exams so that you can focus on doing your best on the day.

Before sitting your exams, ensure you know:

- ☐ the date, time and location of each 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 will need:







- ☐ a clear pencil case
- ☐ at least two black ink pens – blue pens are **not acceptable**
- ☐ an approved calculator for relevant exams
- ☐ appropriate equipment, 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

Contingency sessions:

- ☐ There are contingency sessions within the Summer 2027 exam timetable on the morning and afternoon of 23 June 2027. Make sure you are available on 23 June 2027.

What you cannot take into your exams:



- ☐ any type of phone
- ☐ revision notes
- ☐ any type of watch (this includes analogue, digital and smart watches)
- ☐ smart devices (e.g. earbuds, smart glasses or tablets)

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 to respond.
- ☐ Fill in your details on the front of your answer booklet.
- ☐ If you need an additional answer sheet, raise your hand and wait for an invigilator to provide one. Remember to add your details to this sheet.
- ☐ If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator to escort you from the exam room.
- ☐ Remember to stay silent – talking to a fellow candidate could result in disqualification from all your exams.

If you have any questions about your exams, ask your teacher or exams officer. ?

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