



# West Hill School

*Aiming High Since 1927*

## **Year 11 GCSE Guide to Exams, Routines, Rules and Expectations**



## Contents

Introduction.....	2
FAQ.....	3
Exam Timetable - .....	3
Exam Clashes.....	3
Exam Venues & Seating Plans .....	4
How do I find out where I will be sitting for my exams?.....	4
Equipment.....	4
Fire Alarm .....	5
Absence for Examinations.....	6
Results and Certificates .....	6
Post Results Information .....	6
JCQ Candidate Information (all these documents are available on the school website) .....	8



## **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, Admin Office

The Attendance Officer   Ms Sykes, Admin Office

### **Centre Information:**

**Centre Name: West Hill School, Stalybridge**

**Centre Number: 33555**



## FAQ

### 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 eg. higher or foundation

Please let the Exams Officer know as soon as possible if there is an error with any of the details listed on your timetable. You can find the Exams Officer in the Admin Office opposite Reception Office.

### 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 Exams Officer if you are unsure what the arrangements are.



## Exam Venues & Seating Plans

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

Seating plans are displayed in the Dining Room window usually a week before.

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.

## Equipment

### What equipment should I have?

You should bring:

- ✓ **Two black pens**
- ✓ Pencil,
- ✓ Rubber
- ✓ Ruler
- ✓ 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.



## **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 on the bottle. 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.

## **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. 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.



## Absence for Examinations

### **What happens if I am absent or late for the exams?**

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

If you are late for your exam please report to the Exams Officer who will ensure you have the required facilities to sit your exam.

## Results and Certificates

### **When will I collect my certificates?**

GCSE results are due on Thursday 22<sup>nd</sup> August 2024.

Result slips will be available to candidates in the School Hall from 9.30am. They will also be delivered electronically to your school email account. Please ensure you download an electronic copy of your results by August 30<sup>th</sup> as your school email account will be disabled on this date.

If you cannot come to collect your results in person, they will be posted out to you. If you wish someone else to pick them up on your behalf, please send a signed note authorising them to be collected. In addition, the person who is collecting your results must bring some ID with them. If you do not send a signed note then we will not be able to release your results.

## Post Results Information

### **What if I'm unhappy with the results, have any questions, or still need help?**

There is a process for appeal if you are unhappy with your grade. You will need to contact the relevant Head of Department and they will advise if school can support your request for a review. If you decide to request a review of marking please be aware your grade may go down, as well as up. If school cannot



support this request, you may choose to pay for this service. Mrs Hemmings, Exams Officer can provide the cost and appropriate candidate request form.

If you would like to access the post results service and obtain the correct consent form please send an email to [admin@westhillschool.co.uk](mailto:admin@westhillschool.co.uk) for the attention of Mrs Hemmings. You must then return the completed and signed form with payment (if required) to Mrs Hemmings no later than **3.00pm on Friday, 20<sup>th</sup> September 2024**.

***My grades are lower/higher than I expected them to be. What should I do?***

Please contact your college/apprenticeship placement. You will have already received information from Mrs Appleby and Mrs Davidson, they will be available to provide appropriate guidance and support.





## **JCQ Candidate Information (all these documents are available 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

AI Poster for Students



## 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 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



### What you cannot take into exams:

- any type of phone
- revision notes
- any type of watch (this includes analogue, digital and smart watches)



### 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.

### Contingency sessions:

- There are contingency sessions within the Summer 2024 exam timetable – the afternoon of 6 June and 13 June 2024 and the morning and afternoon of 26 June 2024. Make sure you are available on all three dates even if you do not have an exam.

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



You can also find useful information about preparing for exams at [www.jcq.org.uk/exams-office/information-for-candidates-documents](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)

EFFECTIVE FROM 1 SEPTEMBER 2023