



WOLLASTON SCHOOL

EXAMINATIONS

Quick Guide to Exams For Parents & Students

The Exams Team

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Introduction

Running exams smoothly and successfully is in the interests of students, parents and the school. We hope you will support us in this by following the simple steps outlined in this guide.

This booklet is intended to inform you about

1. the main roles/responsibilities of the school during exams
2. the main roles/responsibilities of Parents & Students during exams

More detailed information is available on the school website or from the Exams Office on request.

Aim of the Exams Office

We recognise that exam time can be stressful for students and also represents a huge financial investment in their education by the school. Our main priority is to minimise student stress by:

1. Keeping students fully informed regarding their entries and timetables
2. Taking in to account any special arrangements they require
3. Providing suitable venues in which to sit their exams
4. Smooth running and staffing of exams
5. Fully supporting students who wish to do an exam when they are ill or injured

We also aim to keep unnecessary expense to a minimum by:

1. Ensuring entries are correct and made within exam board timescales
2. Recouping fees from candidates who do not have an acceptable* reason for missing an exam or withdraw or change their entries within four weeks of an exam.

***unacceptable reasons include (but are not confined to);** overslept, forgot, missed the bus, mis-read my timetable, didn't realise I had an exam; treatable illness such as headache, period pains, hay fever, cough, colds, tummy ache, slight temperature, hangover, etc.

Are you entered for the correct exams?



Finding out you have been entered for a different exam than you expected such as Higher tier instead of Foundation can be upsetting. Also, changing an exam entry at late notice is expensive. It is very important to keep stress to students to a minimum and entry costs as low as possible by ensuring correct and timely entering or withdrawing of students from an exam.

The teachers and school plan entries carefully but in a big school like Wollaston individual changes discussed with individual teachers may occasionally get overlooked.

Parents and students can help us ensure correct entries are made.

- **Check any Timetable** issued to a student (usually in March) and bring to the exams officer's attention any possible error or omission immediately so that it can be investigated and put right as soon as possible.
- Alert the exams officer to any **change in circumstance** which may mean that a student is no longer in a position to take an exam. If a student chooses to withdraw from an exam or change tier within 4 weeks of that exam **they will reimburse the school appropriately.**

We want to book a holiday, how early can we have an exam timetable?

School will not sanction any holiday taken for any reason during the general exam period of May and June. A **preliminary** timetable can only be issued when all exam entries have been finalised (**early March**). This should be destroyed when the personalised timetable is issued (late April) with any amendments, precise start times and seating arrangements indicated.

A general school timetable of exams is available on the website.

Prompt attendance at exams



The exams office will issue a personalised timetable to all students several weeks before any exam session. This timetable will tell them all the dates and times of the exams they are entered for. It will also tell them which venue they need to go to and what time the exam is due to start. It is important that exams start and finish on time as an exam that finishes late might cause students to miss buses home.

Parents and Students can help us with this:

- **Ensure you have a 'personalised timetable' and check near to the exam dates.** Refer to it often. If you do not have an up to date timetable or lose it then get another one from the exams office.
- **Be at the venue 15mins before** the scheduled start time as it takes time to get students in to a venue and seated correctly.
- **Bring all appropriate equipment** to an exam. Giving it out can cause delay and/or distract other candidates.

Equipment

- black biros, (blue biros and any kind of gel pens are not permitted), coloured pencils, erasers etc. in a
- transparent pencil case or bag. Non-transparent pencil cases or bags will not be permitted in the exam room.
- Calculators. All calculators should be named, as these have to be collected in for some mathematics papers which are non-calculator.
- Clear plastic bottle with a drink of water or dilute squash is allowed into the exam venue.

Illness during exams



Missing an exam puts a student at a huge disadvantage. Teachers plan and prepare students very carefully for their exams in order to ensure they are best able to achieve their potential.

It is much better to try and attend an exam even when not feeling very well. The school will make any special provision such as a separate room if necessary. The school will also **claim special consideration** so that the exam board takes any illness into account and adjusts marks accordingly.

Parents' and students' roles/responsibilities during illness.

- **Take any suitable medication** and inform the exams officer of the situation and nature of illness. If in doubt about whether to attend an exam due to health reasons parents should discuss the matter with the exams officer before the day of the exam when possible.
- If a student misses an exam without the agreement of the school **they will reimburse the cost to the school.**

Personal/family emergency or accident



We understand that unexpected things can happen to prevent a student attending an exam and in these circumstances **we would not necessarily require full reimbursement of the costs** but would hope that those costs could be shared with the family when appropriate. Each case would be considered individually and after discussion with all parties a mutually agreeable settlement arrived at.

- Inform the school as soon as you are able of the circumstances that prevented attendance at the exam.

What about special arrangements?

Special arrangements allow candidates/learners with special educational needs, disabilities or TEMPORARY injuries to access the assessment/exam without giving them an advantage. If your arrangements are not indicated on your timetable, let the Exams Office know immediately. If you think you might be eligible for special arrangements, speak to the Additional Needs Department (AN Dept.).

Examples of some common arrangements	Eligibility	Evidence	Granted by
Extra time	<ul style="list-style-type: none">• A learning condition that means they process information slowly.• Medical/physical condition causing them to work slowly	<ul style="list-style-type: none">• Statement of Special Education Needs or assessment by a qualified teacher• Medical note	<ul style="list-style-type: none">• AN Dept• Exams Office
Small venue	<ul style="list-style-type: none">• Psychological/medical condition• Behaviour difficulties	<ul style="list-style-type: none">• Medical note• Recommendation by teacher	<ul style="list-style-type: none">• Exams Office• Exams Office
Word Processor	<ul style="list-style-type: none">• Writing is slow/difficult/illegible• Dyslexic who has difficulty sequencing work	<ul style="list-style-type: none">• Assessment by a specialist teacher	<ul style="list-style-type: none">• AN Dept

If you have any concerns or questions please contact the Exams Office who will be happy to discuss them with you.

Many thanks