

William Farr C of E Comprehensive School



CANDIDATE EXAM HANDBOOK 2024/25

CENTRE NUMBER: 26154

This information is to help you with examinations held at
William Farr.

Please read this document carefully.

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INTRODUCTION

William Farr is committed to ensuring that candidates are fully briefed on the examination and assessment process in place in the centre and are made aware of the required JCQ/awarding body instructions.

The purpose of the handbook is to support candidate assemblies and to ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams being taken.

Hopefully, this booklet will answer any questions you may have. Please read it carefully and show it to your parents/guardians so that they are also aware of the examination regulations and the procedures which must be followed in the event of any problems occurring.

Please read the JCQ exam posters and Information for Candidates document at the end of the booklet.

If there is anything you do not understand or any question that has not been addressed, **PLEASE ASK!**

There is also information on the examination part of the school website and this is where results day information will be added.

CONTACT NUMBERS

The school telephone number is 01673 866900

If you have any questions please contact the Exams Officer.

Email: t.hobson@williamfarr.lincs.sch.uk

BEFORE THE EXAMINATIONS

Examination Boards

William Farr uses the following Examination Boards: AQA, OCR, Edexcel, WJEC.

Candidate Name:

Please check your personal details are correct on your timetable. Your legal name must be used for examinations as this is what will be printed on your certificates.

Candidate Number:

Each candidate has a four-digit candidate number. Please learn this as you will need to write it on your exam papers.

UCI/ULN:

In addition to a candidate number, each candidate must have a Unique Candidate Identifier (UCI) and a Unique Learner Number (ULN) which is shown on the top of statements of entry. Your UCI/ULN is used for administration purposes and it is not necessary for you to remember it.

Timetables

Make sure you know the dates and times of your examinations. If you miss an examination, **you cannot take that paper at another time.**

Unless notified otherwise:

- Morning exams start at **9.15am**
- Afternoon exams start at **1.15pm**

These are the times the exams will need to start so please ensure you are at the exam room at least 15 minutes before.

Your exams will take place in the Sports hall and, if you are entitled to access arrangements in alternative rooms, other rooms which will be notified to you on your timetable.

There is a list of exam room codes on the VLE for information if you are not sure of the codes.

Please be aware that some exams may run over the end of the school day so you will need to make other arrangements to get home.

You will receive a timetable with the rooms and seat numbers you have been allocated. This should also be available on MCAS.

A seating plan will be available outside the exam hall showing the seat numbers in the hall. There may be last minute changes so always check the seating plan to see if you have been moved.

If you wish to be seated in a certain position in the hall please see the exams officer before the start of the exam season.

You will be sent into the hall row by row.

If you can't find your seat, check with an invigilator.

In the other exam rooms there will be a card with your name to indicate your seat.

Candidates are under formal examination conditions from the moment they enter the room in which they will be taking their examination(s) until the point at which they are permitted to leave.

Candidates must not talk to, attempt to communicate with or disturb other candidates once they have entered the examination room. If they do, this must be reported to the relevant awarding body.

Candidates must not open the question paper until the examination begins. If they do, this must be reported to the relevant awarding body.

It is your responsibility to turn up on time for the examination so make sure that you and your parents/guardians know the dates and times of each of your exams.

If you are late for an exam you may still be able to sit the exam paper and will be given the full time of the exam.

If you are considered very late to the exam then we must notify the Examination Board and they may not accept the script depending on the circumstances. **If you know that you are going to be late contact the school (01673 866900) so that the invigilators will know that you will be arriving late.**

Examination Clashes

A few candidates may have a clash where two subjects are timetabled at the same time. The Exams Officer will contact you to make the arrangements for these exams.

Special Consideration

There are situations such as illness or a bereavement **AT THE TIME OF THE ASSESSMENT** that mean that an application can be made for Special Consideration. The exam boards set out certain circumstances where this may apply. If you feel that you are eligible for special consideration you must see the Exams Officer.

Equipment

MAKE SURE YOU HAVE ALL THE CORRECT EQUIPMENT BEFORE YOUR EXAMINATIONS. Check the regulations in the JCQ INFORMATION FOR CANDIDATES and the information on the following pages.

There is a list of materials required for the exams on the school website.

You must provide all your own equipment. Borrowing from other candidates is **NOT** allowed under any circumstances; Ordinary pencil cases or boxes are not allowed in the exam room. You should bring your equipment in a clear plastic bag or transparent pencil case.

Pens should be black ballpoint. Correction pens/fluids are NOT allowed. Highlighters MUST NOT be used in your answers but may be used to highlight text in the questions.

Calculators

The instructions on the question paper will say whether calculators are allowed or not. If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates.

Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

During an examination a calculator must not be able to offer any of these facilities:

- a. language translators;
- b. symbolic algebra manipulation;
- c. symbolic differentiation or integration;
- d. communication with other machines or the internet.

During an examination a calculator must not give access to pre-stored information. This includes:

- a. databanks, such as the periodic table (with the exception of scientific constants);
- b. dictionaries;
- c. mathematical formulae;
- d. text.

A calculator must not be borrowed from another candidate during an examination.

An invigilator may give a candidate a replacement calculator.

Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the examination.

Calculator lids must be removed.

DURING THE EXAMINATIONS

Examination Regulations

All candidates must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the Awarding Body.

Full School Uniform must be worn by all students attending school for examinations.

Do not attempt to communicate with, or distract other candidates.

Examination regulations are very strict regarding items that may be taken into the examination room. If you break these rules you may be disqualified from the examination. Mobile Telephones **MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM** even if they are turned off. If you accidentally take one in, you should leave it with the Invigilator.

If you are found with a mobile phone once the exam has started the exam board must be informed and you could be disqualified from this and possible future examinations.

No food is allowed in the examination rooms. However, water bottles are allowed in the exam hall if necessary. These **MUST** be clear bottles. There **MUST** be no label on the bottle.

Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage. **REMEMBER WE HAVE A PLAN, WE KNOW WHERE YOU WERE SITTING.**

Do not draw graffiti or write offensive comments on examination papers – if you do the examination board may refuse to accept your paper.

Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.

Check you have the correct question paper – check the subject, paper and tier of entry. Put your hand up if you think you have been given the wrong paper.

Read all instructions carefully.

You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.

At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book ask for a tag to fasten them together in the correct order.

Invigilators will collect your exam papers before you leave the room. **ABSOLUTE SILENCE** must be maintained during this time. Remember you are still under examination conditions until you have left the room.

Please leave the room in silence and show consideration for other candidates who may still be working.

Question papers and answer booklets must NOT be taken from the exam room.

If the FIRE ALARM sounds during an examination the examination invigilators will tell you what to do. If you have to evacuate the room you **MUST** leave in silence and in the order in 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 exam room, do not start writing until the invigilator tells you to do so. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

INVIGILATORS

The school employs invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination and deal with any problems that occur during the examination, for example if a candidate is feeling ill.

Please note that invigilators cannot discuss the examination paper with you or explain the questions.

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.

Malpractice

To maintain the integrity of qualifications, strict regulations are in place.

Malpractice means any act or practice which is in breach of the regulations.

Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies.

JCQ provides information regarding what constitutes malpractice:

- Introduction of unauthorised material into the examination room for example calculators when prohibited, mobile phones and watches.
- Breaches of examination conditions including continuing to write after the exam time has finished, not adhering to the invigilator's instructions or disruptive behaviour.
- Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to) including communication with other candidates.
- Offences relating to the content of candidates' work including the inclusion of offensive or obscene material in scripts or copying.
- Undermining the integrity of examinations/assessments including the deliberate destruction of work.

You need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

Things not to do on social media:

- Buy/ask for/share exam or assessment content.
- Pass on rumours of what's in exams or assessments.
- Share your work.
- Work with others so that your assessment is not your own independent work.

ABSENCE FROM EXAMINATIONS

What to do if you are ill on the day of an exam

If you are ill and are unable to attend an exam it is vital you phone the school first thing in the morning (01673 866900) to inform us.

You should try to obtain a note from your doctor detailing the reason for non-attendance. There is the possibility of submitting this note to the Examinations Board to ask for special consideration.

If you are feeling unwell, but still able to travel, I suggest you come to the exam and we can assess the situation then.

If in doubt – TELEPHONE THE SCHOOL

Contingency days

There is a contingency afternoon on Thursday 11 June and a contingency day on Wednesday 25 June 2025. The designation of 'contingency days' within the common examination timetable is in the event of national or significant local disruption to examinations in the United Kingdom. It is part of the awarding bodies' standard contingency planning for examinations and you should remain available on these dates.

EXAM CHECK LIST

- You must arrive at school at least 15 minutes prior to an exam. Please make sure you give yourself plenty of time to get to school.
- When taking exams, bags and coats should be left outside the exam room.
- Phones – Students must not have mobile phones in their possession (either on or off).
- Do not take into the exam any unauthorised electronic devices; stereos, digital equipment, reading pens, electronic communication/storage devices, iPods, MP3/4 players or any other products with text/digital facilities.
- In an exam where you have the use of a calculator, you should not have a calculator cover on your desk.
- **Sshh!** There is absolutely no talking or communication between students once you enter the exam hall. If you have any questions, you should raise your hand once seated and an invigilator will come to you.
- Normal School Uniform rules apply.
- No food allowed in the exam hall (if you have a special requirement – please see The Exams Officer before the exams)
- Water bottles are allowed in the exam hall. These should be clear bottles. There should be no label on the bottle or writing which obscures the bottle.

Results

The results days are:

A Level: Thursday 14 August 2025

GCSE: Thursday 21 August 2025

Arrangements for results day will be published on the examination part of the school website so please check there before results days.

If you are not available to collect your results you must notify the Exams Officer in writing to let them know who will collect the results on your behalf.

This should not be a school friend.

The letter/email must come directly from you and not a parent/guardian. The results cannot be released if the information is not received.

If you want them to be posted out, please provide a stamped addressed envelope before the end of the summer term and these will be posted out on the Thursday results day or an email address if this is preferred. The email address must be the Candidates and not a parent/guardian.

Post-results services

The services that are available once results have been released are:

Access to scripts – you can access a copy of your exam script to help decide whether to apply for a review of marking or the school may ask you to provide consent to access your scripts to support teaching and learning. This is usually a free service with most exam boards.

Clerical re-check – a check of all procedures leading to the issue of a result.

Review of marking – this does not mean your script is remarked. It is a check to ensure the mark scheme has been applied correctly. Your mark can go up or down and your consent is required to make an application for review of marking.

This service carries a fee and you can obtain the information from the exams officer after you have received your results.

All of the above services require you to complete a consent form to the access of the services and can only be given after you have received your results. These forms will be available on results days.

Certificates

Certificates are usually received from exam boards in November and should be available for collection by the end of December. An email will be sent out to confirm the dates they can be collected from reception.

You must ensure you keep your certificates safe as you will need them in the future, and it can be difficult and expensive to replace them.

Certificates must be signed for and if you nominate someone else to collect them the consent must come from you and not a parent/guardian as the certificates are a legal document.

FREQUENTLY ASKED QUESTIONS

Q. My name has been misspelt on my timetable. What can I do?

A: Please come to the exam office and we will amend our records. This will ensure that your certificate is correct.

Q. What do I do if there's a clash on my timetable?

A: Your School will re-schedule papers internally (on the same day) when there is a clash of subjects. Candidates will normally sit one subject paper followed by the second paper and be kept under supervision until all exam papers have been completed. If in doubt contact the Exams Officer.

Q. What do I do if I think I have the wrong paper?

A: Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and inform the invigilator immediately.

Q. What do I do if I forget my Candidate Number?

A: Candidate Numbers are on the seating plan so ask an invigilator.

Q. What do I do if I forget the Centre Number?

A: The Centre Number is 26154. It will be clearly displayed in the examination room.

Q. What do I do if I have an accident or I am ill before the Exam?

A: Inform Your School at the earliest possible point so we can help or advise you.

Q. What is Special Consideration?

A: 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 mark allowance not appropriate) up to a maximum 5% (reserved for exceptional cases). Parents 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 exam is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Exams Officer, must be informed immediately, so that the necessary paperwork can be completed and the candidate will be required to provide evidence to support such an application.

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

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

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

A: Provided you are not more than one hour late, it may still be possible for you to sit the exam. You should be aware that if you start the exam more than 1 hour after the published starting time, the school must inform the Exam Board and it is possible that they may decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

Q. If I miss the Examination can I take it on another day?
A: No. Timetables are regulated by the Exam Boards and you must attend on the given date and time.

Q. Do I have to wear school uniform?
A: Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

Q. What items are not allowed into the Examination room?
A: Only authorised material needed for the exam is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate Exam Board. If in doubt ask!

Bags and coats and any other items not permitted under Examination regulations and must be left outside of the examination room. Do not bring any valuables into school when you attend for an exam.

No food is allowed in the exam room. However, water bottles are allowed and these should be clear bottles with a spill-proof cap. There should be no label on the bottle.

Q. Why can't I bring my mobile telephone into the Exam room?
A: Being in possession of a mobile 'phone (or any other electronic communication device, e.g. iPod, MP3/4 Players, headphones) is regarded as cheating and is subject to severe penalty from the awarding bodies:

Q. How do I know how long the Examination is?
A: The length of the exam is shown in minutes on your individual timetable. Invigilators will tell you when to start and finish the Exam. They will write the start & finish time of the Exam on a board at the front of the Examination room. There will be a clock in the Examination room.

Q. Can I leave the Examination early?
A: No, you should stay in the exam room for the published duration of the examination. A candidate may not leave the examination room without the permission of the invigilators. If there is a problem you should put up your hand.

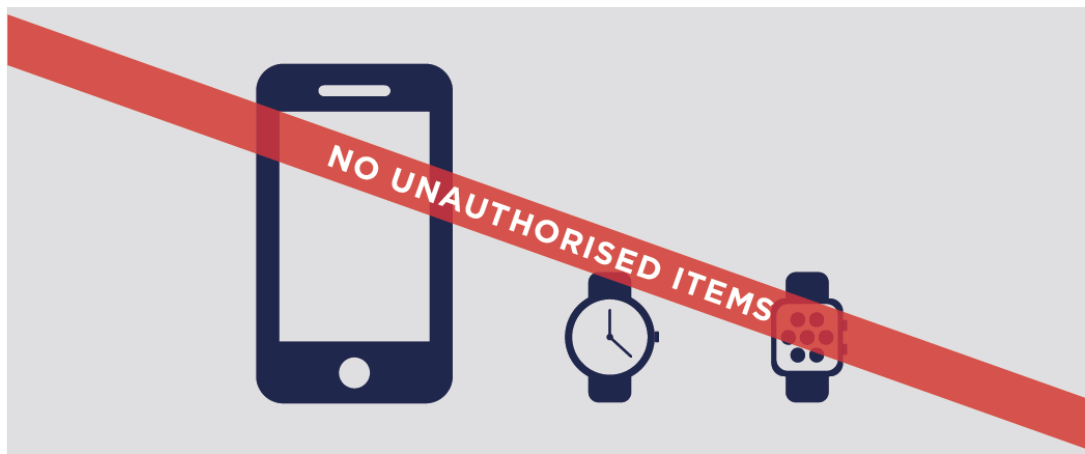
Q. What do I do if the fire alarm goes?
A: The examination invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

Q. Can I go to the toilet during the Exam?
A: If it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time.

Q. If I have more than one Exam on a day can I get lunch?
A: Students who have exams in both morning and afternoon sessions may obtain lunch from the dining hall in the usual way or bring a packed lunch unless you have a clash and then you should bring your own lunch.

NO MOBILE PHONES NO WATCHES

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**



**Possession of unauthorised items, such as a mobile phone
or any watch, is a serious offence and could result in**

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.



Joint Council for
Qualifications^{CIC}

Information for candidates

Written examinations

With effect from 1 September 2024

Produced on behalf of:



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**This document has been written to help you.
Read it carefully and follow the instructions.**

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A. Regulations – Make sure you understand the rules

- 1 Be on time for all your exams. If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the exam.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your exams.
- 4 You **must not** take into the exam room:
 - (a) notes;
 - (b) AirPods, Earphones/Earbuds, an iPod, a mobile phone, a MP3/4 player or similar device, a watch, smart glasses or any other smart device.

Any pencil cases taken into the exam room **must** be see-through.

Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

- 5 If you have a watch, the invigilator will ask you to hand it to them.
- 6 **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 **Do not** talk to or try to communicate with, or disturb other candidates once you have entered the exam room.
- 8 You **must not** write inappropriate, obscene or offensive material.
- 9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 10 **Do not** borrow anything from another candidate during the exam.

B. Information – Make sure you attend your exams and bring what you need

- 1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4 Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
- 5 You **must** write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in it;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) **do not** bring into the exam room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spell checker unless you are told otherwise.

D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - (b) the question paper is incomplete or badly printed.
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and or the answer booklet. **Do not** open the question paper until you are told that the exam has begun.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.
Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

E. Advice and assistance

- 1 If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the exam if:
 - (a) you have a problem and are not sure about what you should do;
 - (b) you do not feel well;
 - (c) you need more paper.
- 3 **You must** not ask for, and will not be given, any explanation of the questions.

F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.

Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. For CCEA examinations, any loose additional answer sheets should be placed **behind** your script.

- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.