



Warlingham School  
& Sixth Form College

# Exams Information for Summer 2023

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### Expectations and Responsibilities

Warlingham School & Sixth Form College expects students to prepare for their exams by:

- Studying and revising
- Being aware of any deadlines
- Reading this guide and any official regulations
- Having the correct equipment
- Checking the Exams Noticeboard to check seating arrangements for each exam session
- Asking if not sure

### Regulations

Official exam regulations are available on the school website in addition to this guide.

It is the student's responsibility to ensure that they read and understand these regulations.

### Behaviour

Warlingham School & Sixth Form College expects students to behave in a responsible manner and show maturity with their conduct.

Many problems can be minimised if students:

- Are on time (at least 20 minutes before an exam or attend the pre-exam booster)
- Have the correct equipment
- Understand the rules and obey all instructions given by invigilators
- Ask if they are unsure of anything
- Wear the correct uniform (for Year 11 and below)

## Non-Examination Assessments

Depending on the type of exam, you may need to complete Non-Examination Assessments as part of the course you are taking.

Important points to remember:

- Remember and write down on a calendar any deadlines given by your teacher.
- See your teacher if you have problems with these deadlines, don't wait until it's too late!
- If you are not happy with the marks given, please see the relevant department in the first instance (policies for this are on the school website).

## Seating

Seating is allocated according to length of exams, and the needs and numbers of students taking exams.

Please note:

- Exams are generally run in the Sports Hall or A3. Smaller exams may be held in different rooms according to the needs of each exam season.
- Any special arrangements are run and administered in conjunction with the SEN department based on a strict set of criteria given by the relevant exam board.
- Check which seat and room you are in for each exam. Look on the exams noticeboard if you are unsure and ask an invigilator if you don't know.

### In the event of illness

If you are too ill to attend an exam, it is **vital** that you phone the school first thing in the morning and inform the Exams Office.

If you are feeling unwell but are still able to travel, it is advisable to come to the exam. In most cases, it is better to take the exam if you can.

### Telephone

01883 624067 extension 2067 or extension 2102

### Non-attendance

- You must also obtain a note from your doctor detailing the reason for non-attendance. There is the possibility of submitting this note to the Examination Board to ask for special consideration.
- If you do not attend an exam and you do not have a valid reason, it is possible that you will be charged for that exam.

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**IF IN ANY DOUBT: PHONE THE SCHOOL!**

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On rare occasions, problems occur outside a student's control.

### What you should do

- Make sure that you check that your contact details are up to date on the school database prior to the examination season.
- Contact us and advise us what is happening.
- If you arrive late, report to Student Services and if you haven't already, hand in any phones, internet devices immediately.
- Check that your pockets are empty and that you have only the correct equipment for that examination.
- When you enter an exam hall late, you must wait to be let in by an invigilator or exams staff.
- You must not disturb other students in the hall and must listen to all instructions given by invigilators.
- It is the student's responsibility to make sure that they do not have any phones or unauthorised items on them in the exam hall.

### What we will do

- Assess each individual situation and decide the best way to help you.
- In most cases, a member of staff will take you to the hall and we will run through the regulations prior to entry into the exam hall.
- In some cases, you may be held in isolation until a resolution is found.

IN MOST CASES, THE EXAMS DEPARTMENT CAN HELP. HOWEVER, YOU, OR A MEMBER OF YOUR FAMILY SHOULD CONTACT US AS SOON AS POSSIBLE.



**Aim to arrive at school 20 minutes prior to an exam AT THE LATEST.**

It is much better to leave yourself a safety margin on timings in case of problems with the journey.



Only bring the things you need for the exam. Bags, coats, and phones **must** be left outside the exam room. Because of this, there are some things to be considered – money, keys, valuables etc. – these items can be placed in one of the clear zip wallets as you enter the hall. **Use your locker** or bag storage rooms where possible to store everything you don't need for your exam.



Students must **not** have mobile phones in their possession (whether on or off). Do not bring a phone to the exam room, **This is very important – if a phone is found once the exam has started, the school must report this to the exam board. There is a chance that they may decide to cancel your exams.**



You must not have any revision notes or other papers, tablets, MP3/4 players, watches or any data storage items in your possession. There is an “empty pocket” policy for all exams.



You should bring **black pens**, pencils, rubber, and any other permitted equipment, needed for your exams. Only clear pencil cases are allowed on your desk, any others should be left in your bag. **Do not use gel or Frixion pens** – this is because many of the exam papers are now scanned and these pens do not scan.



In an exam where you have the use of a calculator, you should not have the calculator cover on your desk. You should make sure that the calculator's memory is cleared prior to the exam.



Clear plastic bottles of water may be allowed in the hall. All labels must be removed. No food is allowed in the exam hall. Chewing gum is also prohibited.



Trips to the toilet during exams are permitted only in exceptional circumstances. Please visit the toilet before each exam. You may be asked to wait while a member of staff is called to escort you.

There is absolutely no talking allowed or any other form of communication between students once you enter the exam hall. 'Communication' includes turning around, attempting to make eye contact with other students, smirking, smiling at other students, talking, making persistent noises, clicking pens etc.



If an item falls off your desk, you should not try to retrieve it yourself or ask another candidate to retrieve it. In this instance, or if you have any questions, you should raise your hand once seated and an invigilator will come to you. Silence must be maintained until you have left the building.

Please dress sensibly for the exam. The temperature in the exam room can fluctuate enormously during the exam seasons. Wear something comfortable, with a jacket or jumper that can be taken on or off. FULL SCHOOL UNIFORM MUST BE WORN UP TO AND INCLUDING YEAR 11.



It is your responsibility to ensure you put the correct details on all exam paperwork. This includes your legal name (usually on your birth certificate), Candidate Number and Centre Number on all exam papers.



Memorise your candidate number correctly. It is a four-digit number and is on your entry sheet and on the seating plan for every exam.

The Centre Number is 64250.

Give a copy of your timetable to your parent/carer and place in a prominent place at home. Check it regularly so that you are clear about the date and time of your next exam.



If you write inappropriate, obscene or offensive material on any exam documentation – **this is malpractice** – you will lose marks / be penalised if the examiner considers your comments/drawing/graffiti offensive. Do not write on your exam desk or the desk number card.



**YOUR ATTENTION IS DRAWN TO THE JCQ 'INFORMATION FOR CANDIDATES'. IT IS YOUR RESPONSIBILITY TO READ AND COMPLY WITH THESE REGULATIONS**

It is available on the school website on <https://www.warlinghamtlt.co.uk/page/?title=JCQ+Examination+Regulations&pid=154>.

## Checklist for Exam Days

- Have you checked your timetable carefully for dates and times? Is the exam in the morning or afternoon, or both?
- Do you know your candidate number?
- Travel to school – how will you get there?
- Phones/unauthorised equipment, where will you leave it? Do you really need it on the day?
- Clear pencil case.
- Right equipment for day, spare pens/pencils.
- Do you need your calculator for this exam – does it work? Have you cleared the memory for each exam?
- Any specialised equipment needed?
- Do you know who to contact if there are any problems on the day?

## Checklist for Results Day

- Have you checked the date and time that results are available for collection?
- If you are on holiday at that time, have you completed and returned the form at the back of this booklet by the end of the Summer Term and returned it to the Exams Office should you want:
  - to arrange for a friend/family member to collect results on your behalf, or
  - to arrange for the results to be posted to an alternative address?

## Checklist for Certificates

- Have you made arrangements to collect your certificates if not collecting at the awards ceremony?

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PLEASE NOTE THAT SCHOOLS ARE ONLY ALLOWED TO ACCEPT INSTRUCTIONS FROM STUDENTS, NOT PARENTS/CARERS IN RESPECT OF THEIR EXAM RESULTS AND CERTIFICATES.

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AS/A Level results will be released on **Thursday 17th August 2023**.

GCSE results will be released on **Thursday 24th August 2023**.

Students will be able to collect their results in person between 9.00am and 11.00am.

**Any results which have not been collected after this time will be sent by first-class post to the home address held on the school database.** There is presently no system to email results to students.

If you would like someone to collect your results on your behalf, or if you want them posted to a different address to your home address, please complete the form below and return it to: Exams Office, Warlingham School, & Sixth Form College, Tithepit Shaw Lane, Warlingham, Surrey, CR6 9YB or email us at Exams@WarlinghamTLT.co.uk before the end of the Summer Term.

### IMPORTANT

- Only the student can give permission for someone else to collect their results - not the parent / carer.
- Results will **not** be given to any other person without the student's written consent.
- Certificates are available from 1st December. Please arrange to collect these. Details are on the school website in addition to this booklet.



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Name of Student .....

Name of person collecting results (if not named student)  
.....

Address to which results should be sent (if not home address)  
.....  
.....

Signed (student) ..... Date.....

## Collection of Certificates

Certificates are available approximately three months after results are issued.

The school does not automatically send out exam certificates. Students should make their own arrangements for collection.

There are three ways of getting your certificates:

- 1) In person
  - at an award ceremony (if available), or
  - contact [exams@warlinghamschool.co.uk](mailto:exams@warlinghamschool.co.uk) to arrange.
- 2) Nominate someone to collect for you
  - by letter, or
  - contact [exams@warlinghamschool.co.uk](mailto:exams@warlinghamschool.co.uk) to allow a nominated person to collect on your behalf.
- 3) By post
  - Please email the Exams Office at [Exams@WarlinghamTLT.co.uk](mailto:Exams@WarlinghamTLT.co.uk) or write to Exams Office, Warlingham School & Sixth Form College, Tithepit Shaw Lane, Warlingham, Surrey, CR6 9YB, requesting to send your certificates by post and confirming the address that the certificate is to be sent to. The cost is £2.70 by cash or we may be able to set up WisePay for payment. Certificates will be sent by recorded delivery.

**Please note that schools are only allowed to accept instruction from students, not from their parents/carers in respect of their exam results and certificates.**

## Lost Certificates

You should keep your certificates in a safe place to show prospective employers/universities at any time in the future. It is very expensive to replace certificates—currently around £40 per subject—and you would need to organise and pay for this yourself.

Centres are only required to keep certificates for one year.

Further information regarding this is available on the school website, on the Examination Information page.

There is a limited timeframe set by the exam boards to request reviews of markings and scripts after results have been received. After this time, we cannot request this service.

Request forms are available in results' envelopes or can be requested by contacting the Exams Department directly.

If you are considering a review, speak to the relevant department in the first instance who can give you a breakdown/advice.

Review forms must be signed by the student concerned.

All request forms must be sent/given directly to Exams Department.

Payment must be made by Wisepay first, before any review is requested.

The Exams Department will advise you by the email given on the form as soon as the outcome has been received.

Please be aware that results can change to go up, go down, or stay the same. This can affect the overall grade.

Fees are only refunded if the overall grade changes, not individual units or components.



Warlingham School  
& Sixth Form College

Exams Office  
Warlingham School & Sixth Form College  
Tithepit Shaw Lane  
Warlingham  
Surrey  
CR6 9YB

Telephone: 01883 624067  
Exams Office Extension 2067 or 2102  
[www.WarlinghamTLT.co.uk](http://www.WarlinghamTLT.co.uk)

*Warlingham School i& Sixth Form College is part of the Tandridge Learning Trust*