



Warlingham School
& Sixth Form College

Exams

Handbook for Students

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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
- Check which seat and room you are in for each exam. (This information will be displayed in A3 and be visible on Arbor).
- Ask if not sure

Exams are generally run in the Sports Hall. Students with exam concessions may be seated in different rooms according to their needs.

Any special arrangements are run and administered in conjunction with the SEND department, based on a strict set of criteria given by the relevant exam board.

Regulations

Official exam regulations are communicated to students in assemblies. They are also 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 prepare for each examination appropriately and to ask if they aren't sure.

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 (see page 11)
- Understand the rules and obey all instructions given by invigilators. (see page 10)
- Ask if they are unsure of anything
- Wear the correct uniform
- Ask an invigilator if you don't know.



AI and Assessments

A quick guide for students



What is AI?

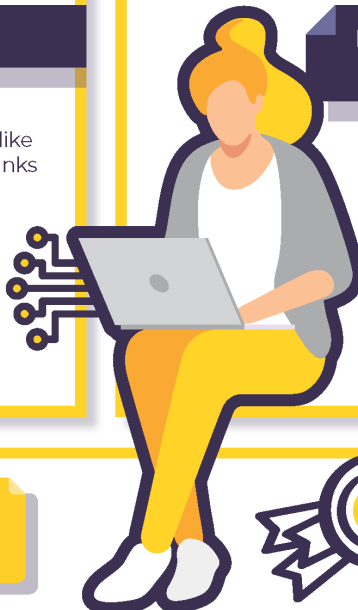
- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased



How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

THIS IS CHEATING!



How do I make sure I don't misuse AI?



1 Know the rules

- You're **not allowed** to use AI tools when you're in an exam
- Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
- Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work

2 Reference reference reference!

If you're allowed to use AI tools, you must reference them clearly

- Name the AI tool you used
- Add the date you generated the content
- Explain how you used it
- Save a screenshot of the questions you asked and the answers you got

3 Declare it's all your own work

– When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references



What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

DON'T RISK IT!



REMEMBER
Misusing AI is cheating!

Know the rules
Talk to your teachers
Reference clearly

Mocks Timetable

18 th - 23 rd November 2024	Y11 Core Subjects
25 th - 29 th November 2024	Y11 Option Subjects
10 th - 14 th February 2025	Y11 Core Subjects
24 th - 28 th February 2025	Y11 Option Subjects & Y13 All Subjects

The JCQ requires schools to retain mock exam papers from students first exams for the school year. This is to allow students to receive a grade should there be a incident where exams can not take place.

Students will receive feedback from their teachers after the exams to support their learning. It is recommended that students revise and treat this exam like there are the final exams.

The exams will be conducted in the same strict environment as the real exams in May/June 2025.

Exams Timetable

4 th - 13 th November 2024	Maths & English Language resits
January 2025	
8th May 2025 - 24th June 2025	

The first GCSE takes place on Thursday 8th May.

The last exam is 19th June for GCSE and 24th June for A Level.

Contingency Day

The contingency day is 25th June 2025. This is a date that is left free for an exam to take place should there have been an issue with an exam and the date has to be moved nationwide. It is essential you are available to sit an exam up until 25th June 2025.

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

Warlingham School & Sixth Form College is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents. Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, who have been trained in this activity and do not have any potential conflicts of interest. If AI tools have been used to assist in the marking of candidates' work, they will not be the sole marker. Warlingham School & Sixth Form College is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where more than one subject teacher/tutor is involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. Warlingham School & Sixth Form College will ensure that candidates are informed of their Centre-assessed marks so that they may request a review of the Centre's marking before marks are submitted to the awarding body.
2. Warlingham School & Sixth Form College will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the Centre's marking of the assessment.
3. Warlingham School & Sixth Form College will, having received a request for materials, promptly make them available to the candidate. This will either be the originals viewed under supervised conditions or copies.
4. Warlingham School & Sixth Form College will provide candidates with sufficient time, normally at least five working days, to allow them to review copies of materials and reach a decision.
5. Warlingham School & Sixth Form College will provide a clear deadline for candidates to submit a request for a review of the Centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing and candidates **must** explain on what grounds they wish to request a review.
6. Warlingham School & Sixth Form College will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline for the submission of marks.
7. Warlingham School & Sixth Form College will ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the outcome of the review.

8. Warlingham School & Sixth Form College will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the Centre.
9. Warlingham School & Sixth Form College will inform the candidate in writing of the outcome of the review of the Centre's marking.
10. The outcome of the review of marking will be made known to the Head of Centre. A written record of the review will be kept and made available to the awarding body upon request. The Centre will inform the awarding body if it does not accept the outcome of a review.

The moderation process carried out by the awarding body may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the Centre, whereas moderation by the awarding body ensures that the Centre's marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

Important Points

- 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).

Appeals

You will have the opportunity to appeal the teacher assessed grades. You will receive two emails, sent to your home, one informing you of your grade and the other informing you on how to appeal with the deadlines.

To appeal you will need to write to the Examination Officer Warlingham School & Sixth Form College:

Mrs Nicola Jenkins
Examination Officer
Warlingham School & Sixth Form College
Tithe Pit Shaw Lane
CR6 9YB

Email address: Exams@WarlinghamTLT.co.uk.

There are two grounds for appeal. The grounds for appeal are: you feel that a marking error has occurred or you feel that procedures were not applied properly or fairly.

Lateness

If you are an hour or more late after the scheduled start time of the exam you will not be permitted in the exam hall. You will need to speak with the exams officer and explain your lateness. If you are late but within an hour of the start time, it is at the discretion of the lead invigilator whether or not to let you in. This is to avoid disrupting others.

Illness and Non-Attendance

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. Please telephone 01883 624067 and select Extension 2067 or Extension 2102.







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.

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.

Warning to candidates



 AQA	 City & Guilds	 CCEA	 OCR	 Pearson	 WJEC
-------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------



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.



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. Bag's coats and phones must be left outside the exam room. Money, keys, valuables etc can be placed in a clear zip wallet at the entrance of the exam hall. Please use your lockers if possible.



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 erasable 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.



FULL SCHOOL UNIFORM MUST BE WORN.

(Unless you are a College student).



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.



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.

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

There is a link to the information on the school website, go to www.WarlinghamTLT.co.uk > Curriculum > Examination Information.

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 going to be 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 arrange for your 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 in December 2025?

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

AS/A Level results will be released on Thursday 14th August 2025.

GCSE results will be released on Thursday 21st August 2025.

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.



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. At the award ceremony held in December 2025.
2. Contact Exams@WarlinghamTLT.co.uk to arrange collection.
3. Contact Exams@WarlinghamTLT.co.uk to allow a nominated person to collect on your behalf.

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, go to www.WarlinghamTLT.co.uk
> Curriculum > Examination Information.

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 your results' envelope or can be requested by contacting the Exams Department directly: Exams@WarlinghamTLT.co.uk.

If you are considering asking for 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 at the email address you give on the form as soon as the outcome has been received.

Please be aware that marks can go up, go down, or stay the same. This can affect your overall grade.

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

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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

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