



# PRINCE WILLIAM SCHOOL

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*Principal: Mrs E Dormor*

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# EXAMINATIONS INFORMATION FOR STUDENTS AND PARENTS

## 2019/20

## Exam timetables

Individual exam timetables will appear for both students and parents on the blue exams button on Edulink. If you require a paper copy, please ask at the exams office in school. If you have an exam clash details of this and the arrangements put in place will also be given to you. Your timetable will confirm the exams you will be taking, the venue and seat number, and the starting time of the exam.

## Venue and starting times

Your venue and starting time will be shown on your timetable, but seating plans should be checked before the start of every exam.

**Morning exams will begin at 9.15am, and afternoon exams will usually start at either 1pm or 1.15pm.**

*For students with access arrangements, exams may start and end at different times.*

*Buses – if you have an exam scheduled to finish after the scheduled school transport collection times, you may need to arrange alternative transport home. We will always do our best to meet bus departures, however there may be occasions where this is unavoidable.*

## Seating plans

Seating plans with candidate and seat numbers will be displayed on notice boards in central block near the library – you should check these before the start of every exam as venue and seat numbers can occasionally change without notice.

## Contingency day – Wednesday 24 June 2020

For the Summer 2020 exam series a contingency exam day has been arranged by the examination awarding bodies. This contingency day for GCSE and/or A Level (or equivalent) examinations has been put in place “in the event of widespread, sustained national or local disruption to examinations during the June 2020 examination series.” The Joint Council for Qualifications have decided that they need the option to postpone an exam in the event of an incident and rearrange for a later date to allow all students a fair and equal chance. The date that has been set aside as the contingency day is Wednesday 24 June 2020. This means that all exam candidates must be available to sit exams from the date of their first exam up to and including Wednesday 24 June 2020. This decision is not a school decision and applies to all candidates in all schools nationally.

## Mobile phones/iPods/MP3/4 players/pagers/smartwatches

These items are not allowed in the exam room – they must be left in bags which will be stored securely for you whilst you sit your exam. Traditional watches (those which cannot store data) must be taken off the wrist and placed at the front of exam desks.

*Possession of any unauthorised materials or equipment, once the exam has started, is a serious offence which could result in disqualification from your exam or overall qualification. Any unauthorised materials (including mobile phones) handed in to an invigilator before the start of the exam will be left with reception for you to collect after your exam.*

## Bags/coats

You will be notified where you will be able to leave your bags and coats before each exam. They will be kept securely for you.

## Equipment

Please ensure that you bring the correct equipment, including 2 pens – **black ink only**, HB pencils, ruler, pencil sharpener, eraser. For specific exams, of which you will be advised, you will need compasses, protractor, calculator, coloured pencils and/or dictionaries.

All equipment should be carried in a see-through pencil case/container.

You are not allowed to use correcting fluid or tape, gel pens or blue ink.

*See-through pencil cases with basic equipment will be available to purchase from the Bursar's office.*

## Using calculators

You must be aware of awarding body instructions regarding the use of calculators in your exams which state:

*Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.*

<p><b>Calculators must be:</b></p> <p>Of a size suitable for use on the desk. Either battery or solar powered. Free of lids, cases and covers which have printed instructions or formulae.</p> <p><b>The candidate is responsible for the following:</b></p> <p>The calculator's power supply. The calculator's working condition; clearing anything stored in the calculator</p>	<p><b>Calculators must not:</b></p> <p>Be designed or adapted to offer any of these facilities: Language translators, symbolic algebra manipulation, symbolic differentiation or integration, communication with other machines or the internet.</p> <p>Be borrowed from another candidate.</p> <p>During an examination for any reason have retrievable information stored in them - this includes: Databanks, dictionaries, mathematical formulae, text.</p>
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## Food and drink in exam rooms

Clear bottles of water are allowed in the exam room, all labels must be removed before entering the room. No other drinks or food will be permitted in the exam room unless you have a medical need that has been discussed with Miss Gallagher, Exams Officer.

## What you should wear

It is a requirement that you wear your full Prince William School uniform for all your exams. There will be no exceptions made.

## Exam regulations

Please ensure you read all of the 'Information to Candidates' notices that appear on the PWS website. They contain important information about coursework, non-examination assessments, exams and on-screen tests. There is also information on the school's internal appeals procedure relating to internal assessment decisions and requests for reviews of centre assessed marks.

## Fire and Lockdown

If the fire alarm goes off during an exam, please remain in your seat unless the Invigilator asks you to evacuate the room. You will have to remain under exam conditions, even if you evacuate the exam room, so this means you will not be permitted to speak with other candidates. All exam papers are to be left on your desk, and you will be led to the astro-turf, the same as any fire drills you have had at school.

If the lockdown claxon is sounded, you will need to get under your desk, the same as in any lockdown drills you have had at school. You will still be under exam conditions, and exam papers must be left on desks.

Any time lost during an exam for lockdown or fire alarms will be added onto the end of the exam if appropriate.

## Student conduct during an exam

You must be **SILENT AT ALL TIMES** in the exam room - including when entering. Listen carefully to the invigilator and follow their instructions.

Once the examination has started do not attempt to communicate with or disturb other candidates. If you need assistance during the exam you must put your hand up and wait for the invigilator to attend to you.

**At the end of the exam** ABSOLUTE SILENCE must be maintained until all the question papers have been collected and you are outside of the exam room.

*Communication with other candidates one inside an exam room is a serious offence which could result in disqualification from your exam or overall qualification.*

## Late for an exam

Please try to be on time for the start of every exam – if you are unavoidably late, come straight to school reception who will contact the Exams Officer. You will be allowed to sit the exam but please be aware that **if you arrive after 10am for a morning exam or after 2.30pm for an afternoon exam the exam board may refuse to accept and mark your paper.**

### Absence and illness

If you are feeling unwell, but are still able to travel, come to school and we can assess the situation then. **In most cases it is better to take the exam if you can.**

If you are seriously ill, or otherwise unable to attend for an examination, the school should be informed immediately by telephone before the start of the examination.

The school's phone line is open from 8am onwards: 01832 272881.

In the event of illness, no arrangements can be made for papers to be sat at home nor re-scheduled to another day. Where possible, and if appropriate, you should see your doctor to obtain a note. Medical notes and/or forms should be forwarded to the Exams Office within 3 days of the exam. A special consideration request will then be submitted to the exam board.

**If a candidate who fails to arrive for an examination has no legitimate reason, parents/guardians will be liable for payment of the fees for that examination.**

### Results days

A/AS Level and BTEC/WJEC Level 3 results will be available to collect from school on **Thursday 13th August 2020.**

GCSE, Cambridge National and BTEC Level 1 & 2 results will be available to collect from school on **Thursday 20th August 2020.**

Results collection times and location will be notified closer to the time.

Uncollected results will be posted to the address held on the school system at the end of results day. No results will be given out by telephone under any circumstances.

If someone is collecting results on a student's behalf, the student must supply a letter of authorisation. This must be either an email from the student's school email address, or a letter with the student's signature. The person nominated to collect the results must provide photo ID at the time of collection.

If you are away on results day and would like your exam results emailing to your school email address, please send your request to the Exams Office, either in person or by email to [jgallagher@princewilliamschool.co.uk](mailto:jgallagher@princewilliamschool.co.uk). This request must come from a school email address, or a letter signed by the student, and **must be sent by Friday 19<sup>th</sup> July.**

Senior members of staff will be available on both results days to help with any queries and offer advice.

## Post results

If your results are not as you expected there are various options available. The options are to have the marking of your scripts reviewed, or for you to receive a copy of your work.

It is important that you discuss any review of marking options with your subject teacher before applying – **as marks can go up, go down, or stay the same, and there is no option to revert to a previous, higher mark.**

To apply for this, please complete the form enclosed within your results envelope and return to school. The form will detail the exam boards' services, deadlines and fees. The deadlines for applications are final, and applications will not be submitted without payment having been received. Copies of the forms will also be available on the school website closer to results days.

## JCQ Information

Please take note of the following 'Information for Candidates' notices from JCQ (Joint Council for Qualifications), available here: <https://www.jcq.org.uk/exams-office/information-for-candidates-documents>

- Coursework 2019-2020
- Non-Examination Assessments 2019-2020
- On-Screen Tests 2019-2020
- Privacy Notice 2019-2020
- Social Media 2019-2020
- Written Exams 2019-2020

It is important you familiarise yourself with these notices before any public exams. Copies of these posters can be found on the Exams Information noticeboard outside the library, and also on the school website [www.princewilliamschool.co.uk](http://www.princewilliamschool.co.uk) – go to Students and Parents>Exams.

## Certificates

Certificates will be presented at the awards evenings held on November/December. Those not attending the awards evening will be able to collect their certificates from school reception after the awards evening has taken place. The school may destroy any unclaimed certificates by a secure method (for example by shredding or incineration) after holding them for a period of 12 months.

## Questions

If you have any queries, please contact the Exams Officer by email [jgallagher@princewilliamschool.co.uk](mailto:jgallagher@princewilliamschool.co.uk) or telephone 01832 272881.