

# REDNOCK SCHOOL EXAMINATION INFORMATION

2024/25

**TO ALL EXAMINATION  
CANDIDATES**

ALL EXAM INFORMATION IS AVAILABLE ON THE  
REDNOCK SCHOOL WEBSITE – under 'students' - 'EXAM  
INFORMATION'

## ALSO

**The following information will be emailed to your  
Parent/Carer via Edulink One:**

- ▶ **Your Individual Exam Timetable**
- ▶ **The JCQ Exam Regulations Documents**
- ▶ **The Exam Information Booklet**

# TIMETABLES



**Please keep the hard copy of your timetable in a safe place.**

Date



Time



Venue



Make sure that you know the Dates and Times of your exams

# CONTINGENCY DAYS set by the Exam Boards

## Exam contingency days

Ofqual's Student Guide 2025 reminds students that all GCSE, A level and VTQ candidates sitting exams this summer must keep the following contingency days available, in case exams have to be moved nationally:

- ▶ **Wednesday 11<sup>th</sup> June (pm)**
- ▶ **Wednesday 25<sup>th</sup> June (am and pm).**

Students should be reminded **not to book holidays before the final contingency day**, and these are included on candidates' individual exam timetables to remind them to keep them free.

# START TIMES

Morning  
9.00am

Pre-exam briefing  
15 minutes before  
the start of exam



Afternoon  
1.20pm

At the exam room at  
least 10 minutes  
before the start.

**If the Exam finishes after  
3pm – make your own  
travel arrangements**

If you miss your exam = 0

# Medical Emergencies



## **Make every effort to attend all your exams**

Illness – Call the Absence Line 01453 540755 as early as possible

Missed exam? or performance affected in an exam due to an existing medical condition?

Please speak to Mrs Sellar on the day of the exam.

Medical evidence from your doctor/hospital/parent within  
**FIVE DAYS OF SITTING THE EXAM**

# SPECIAL CONSIDERATIONS

Special Considerations are applied for by Mrs Sellar, Exams Officer, if a student has temporarily experienced:

- ▶ A temporary illness,
- ▶ Injury / accident
- ▶ Bereavement (within 6 months),
- ▶ Domestic crisis (at the time of the assessment)
- ▶ Or some other event outside of their control

**ALL Special Considerations can only be applied for 'AT THE TIME OF THE ASSESSMENT'**

Therefore, on the day of an exam, if you feel that 'something' has affected your performance, you must speak to, or email, Mrs Sellar or Mrs Tootell (Senior Invigilator).

**If we don't know, we can't help.**



# THIS IS YOUR RESPONSIBILITY EQUIPMENT

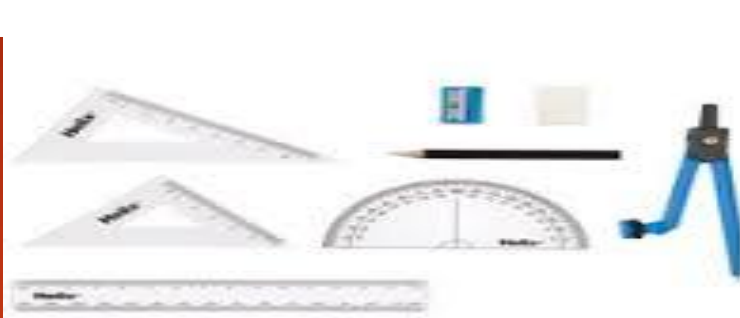


- 2 x **black** ball pens (not rollerballs, gel pens, blue pens or erasable pens)
- 2 x HB pencils
- 1 x eraser
- 1 x ruler – clear plastic
- 1 x calculator - **NO LIDS** to be brought into exam room.
- 1 x protractor – clear plastic
- 1 x pair of compasses
- Coloured pencils where needed
- 3 x different coloured Highlighter Pens  
(can only be used on Question Papers NOT in your answers)

**N.B TIPPEX/CORRECTING FLUID, TAPE or ERASABLE PENS ARE NOT ALLOWED**







- Sharpen pencils –Pencil sharpeners can only be used prior to entering the exam room.
- Any special equipment? i.e. mathematical instruments, if so, be prepared - bring them in.
- You may bring in a drink of water in a small, clear plastic bottle. Any labels must be removed.
- You may bring in sweets, unwrapped in a clear plastic bag.

# CALCULATORS

- Calculators can be used in all exams – unless it says otherwise e.g. Non-Calc Maths papers. Computer Science
- Please remove lids from calculators before entering the Exam Room.
- ▶ **A basic scientific calculator is considered sufficient for the demands of GCSE, & most AS and A level papers.**  
*(Calculators that can perform symbolic algebra manipulation and/or symbolic differentiation or integration cannot be used).*
- Calculators issued to GCE Students for Science & Maths must be in 'Exam Mode' before entering the Exam Room.
- *More details regarding Calculators are in the Exam Booklet.*



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.

Effective from 1 September 2022

AQA City & Guilds CCEA OCR Pearson WJEC

C1C

# 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.

# MOBILE PHONES, MP3/4 PLAYERS, WATCHES, IPODS, Fit Bits, SMART DEVICES...

**NO WATCHES or FIT BITS**

**NO MOBILE PHONES**

**NO AIRPODS or EAR PODS**

**NO 'SMART DEVICES'**

***THEY MUST NOT BE TAKEN  
IN TO THE EXAM ROOM.***



# UNIFORM

- ▶ **CANDIDATES MUST ATTEND ALL EXAMINATIONS IN NORMAL SCHOOL UNIFORM**

Sixth form students should dress suitably for the exams – whatever the weather.

# PREPARATION BEFORE AN EXAM

- **Ensure that you have no writing on your hands, wrists or arms.**
- **Jewellery should be removed unless it is in line with the School Policy.**
- **If you have a plaster cast, wrist support or strapping, then please see Mrs Tootell in the Hall BEFORE the exam briefing.**





# The Day of the exam

- ▶ ARRIVE ON TIME – RUSHING WILL CAUSE YOU STRESS
- ▶ Contact Reception/Attendance IMMEDIATELY if you are going to be late.
- ▶ LEAVE Mobile Phones, Calculator lids, watches, bags in your Locker or another safe place.
- ▶ NO BAGS IN THE EXAM ROOM.
- ▶ The 6<sup>th</sup> Form Café can be used by Year 12 & 13 Students
- ▶ The Tray (in the Dining Hall) is ONLY for Locker Keys
- ▶ Wait quietly outside the exam room until the invigilator invites you in





**YOU MUST NOT DISTRACT, ANNOY OR ATTEMPT TO COMMUNICATE IN ANY WAY WITH ANY OTHER CANDIDATES IN THE ROOM.**

**YOU MUST NOT DEFACE EXAM PAPERS IN ANY WAY**

Should you have any queries before or during the Exam raise your hand and an invigilator will respond.



# EXAM PAPERS

- ▶ Check that it is the **correct one**
- Copy the details written on the I.D. name card on your exam desk on to the front of the paper only when instructed to do so.
- Listen to and read through the instructions very carefully
- Maybe read the exam paper right through before starting to answer the questions – this might settle nerves.

# ACCESS ARRANGEMENTS (AA)

- ▶ You will receive an **AA Summary Statement** with your Timetable.
- ▶ **The Statement is Subject Specific.**
- ▶ The Computer Software is **NOT** subject specific – **therefore if you get Extra Time in only one subject, the software automatically adds 25% to the length of all your exams on your timetable - seen in the 'Duration' Column.**
- ▶ Each Lead Invigilator will be aware of the subjects in which you should have Access Arrangements.
- ▶ **PLEASE ASK the Invigilator to check** if you think you are not being given the correct AA for an exam, **before the exam starts**. After the Exam is too late.

# ACCESS ARRANGEMENTS (AA) - COLOURED CARDS

- ▶ Pieces of coloured card will be placed on your Exam Desk to indicate the AA for that exam paper:
- ▶ **Blue** = Extra Time;
- ▶ **Green** = Prompt ;
- ▶ **Pink** = Reader;
- ▶ **Purple** = Rest Breaks

# ACCESS ARRANGEMENTS (AA) - WORD PROCESSORS (WP)

- ▶ WP's will be set up for you.
- ▶ Please **follow the printed instruction sheet** to complete and Save the Header information
- ▶ **Listen** to the invigilator instructions at all times.
- ▶ **DO NOT ALTER SETTINGS** – these are set up under JCQ Regulations.
- ▶ **Save your work** regularly during the exam
- ▶ **In ICT Rooms** – You will be asked to print your answers at the end of the exam, then check & sign the print out.
- ▶ **In Classrooms** – you will need to wait for the print out to be brought to you to check, date & sign.

# EXAM Results

**GCSE/L2 BTEC RESULTS** - Published on **Thursday 21<sup>st</sup> August 2025**

**A2/AS/L3** – Published on **Thursday 14<sup>th</sup> August 2025**

If you cannot be in school to collect your results you have various options:

- You can have them **emailed** to you
- **A representative, nominated by you, can collect them** for you e.g. parent, relative, friend...
- **Sent to you by post** – by First Class Royal Mail

You will need to complete the Candidate Permission Form – found on the school website or a Paper Form is available from the Exam Office before **MONDAY 14<sup>th</sup> JULY**.

# CERTIFICATE COLLECTION

Certificates arrive at school mid-November 2025

- ▶ They are **Legal Documents** – required to support your C.V.; Letters of application for jobs, apprenticeships, college courses. **Keep them safe.**
- ▶ Replacement Certificates cost up to £50 each, from the relevant Exam Board.
- ▶ If you are **leaving Rednock School** your Certificates will be **posted** to you by 'Special Delivery' Royal Mail (need signing for).
- ▶ Please inform the school of any 'Change of Address' ASAP.
- ▶ If you intend to **stay at Rednock, in the Sixth Form** – you will receive your Certificates in **Nov/Dec** via your **Tutor**.



PLAN, PREPARE, REVISE,  
SUCCEED!



GOOD LUCK!!