

# Wreake Valley Academy

The Complete Guide  
to YOUR exams



Dear student

Preparing for and taking your exams is a very important time for you. The results from the formal examinations will provide you with the qualifications required for you to progress to your chosen next steps. This may be Bradgate Sixth Form, an apprenticeship, employment or other establishments offering further education courses.

The aim of this booklet is to help you understand what to expect in your exams and to answer any questions you may have.

The examination boards (e.g. AQA, OCR) set the school strict rules and regulations which we must follow. This allows you to take your exams at Wreake Valley Academy.

In addition to this booklet, you will also be watching a short video titled 'Information for Candidates' and you will be given a checklist which summarises everything you need to consider.

Please be aware that there is a contingency date set by the examination boards in case an exam needs to be rescheduled. This year it is Wednesday 24<sup>th</sup> June. You must remain available to sit an exam until this date.

If there is anything you are unsure about please ask the Examinations Manager (in the main school office), your Tutor or your Head of Year.

We would like to take this opportunity to wish you the very best when taking your exams and every success with whatever you choose to do next.

The Examination Team

## Before the examination

### TIMETABLES

You will receive a timetable showing you when your exams are. This is called a '**Statement of Entry**'

Please check this very carefully. It will show you:

- ❖ The exams you have been entered for
- ❖ Your name
- ❖ The date and time of the exam
- ❖ The start and finish time of your exam
- ❖ The room and seat you have been allocated to sit your exam

### Understanding your timetable

CANDIDATE NAME	This is your name and it must be your <b>legal</b> first name and surname.
CANDIDATE NUMBER	This is the number you have been assigned and is unique to you at this school. You will need to write this number on every exam paper and on any coursework you do.
UCI	<b>U</b> nique <b>C</b> andidate <b>I</b> dentifier. This number is unique to you and will move with you wherever you sit exams. You will not need to use this as we do it for you.
CENTRE NUMBER	Our Centre Number is <b>25172</b> . You will need to write this number on every exam paper and on any coursework you do.

**If there is anything you weren't expecting, anything that appears to be wrong, an exam you weren't expecting to be there or an exam that isn't there, you must tell the Examinations Manager (in the main school office) immediately.**

### EQUIPMENT

Please bring everything with you that you will need for your exam. We do have a limited amount of spare equipment available, but we cannot guarantee we will have everything you may need.

What you need:

- ❖ 2 black pens
- ❖ A ruler
- ❖ 2 pencils
- ❖ An eraser
- ❖ A scientific calculator
- ❖ Mathematical equipment such as compass, protractor, set square etc
- ❖ A clear pencil case to put all of the above in.

If you are unable to provide this equipment, please talk to your Tutor or Head of Year well in advance of your exam and we will try to help you.

### FOOD AND DRINK BEFORE AN EXAM

Please make sure you eat and drink before your exam. Eating a light meal and being hydrated is proven to aid your performance in exams and will help you concentrate. Water bottles need to be see through and have no writing or labels on them.

## On the day of the examination

### EXAMINATION REGULATIONS

It is very important that you follow the rules of the exam and of those given to you by the exam invigilators. Notices explaining the rules are displayed as you walk in your exam room and inside each exam room.

You can see the information below, please read it and make yourself familiar with the rules.

### Warning to candidates



 AQA	 City & Guilds	 CCEA	 NCFE	 OCR	 Pearson	 WJEC
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**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 examination or 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.**

## EQUIPMENT

Remember to bring with you all the equipment you need for your exam. It is a good idea to pack your bag the night before so if you are running late, it is one less thing to worry about.

## BAGS

Please leave your bag in the bag drop area. Your bag will not be available to you again until the exam has finished. Make sure you place your mobile phone (turned off), watch, anything electrical, revision notes in your bag before you drop it off. Your bag will be safe as it will be kept where only invigilators can access it.



AQA

City & Guilds

CCEA

OCR

Pearson

WJEC

## 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.

If you realise, when you get to your exam room, you have accidentally left something on your person, give it to an invigilator before you sit at your desk. The invigilator will keep it safe and you can collect it at the end of your exam.

## **ID CARD**

You will have been given an ID card specifically for your exam. Bring this with you. If you happen to forget to bring this, you could bring the card you use to buy your lunch. Bringing your card is very important as we have to verify, with photo ID, the person who is sitting in the exam chair.

## **FOOD AND DRINK DURING THE EXAM**

Food is not permitted in the exam room unless you have a medical condition that requires you to do so. The school will need to be informed of this in advance. If you do need to bring food into the exam, this needs to be wrapper free and in a clear plastic box.

Water is allowed in the examination room and must be in a clear, label free bottle. We recommend you bring a drink with you, especially in the summer, as we are not permitted to provide one.

## **INVIGILATORS**

Invigilators are in the exam room to supervise the exam. They will make sure the exam room is ready for you and the papers you need for your exam are on your desk. They will tell you when to start your exam and when to finish. They will help you if you have any problems, just raise your hand and wait for the invigilator to come to your desk. Please always listen, be respectful and follow their instructions – they are there to help you.

## **UNIFORM**

KS4 – you are expected to be in full school uniform for each exam.

## **ATTENDANCE IN EXAMINATIONS**

It is your responsibility to know the date and time of your exam.

Please arrive to your exam room at least **10 MINUTES** before the exam start time.

Morning exams will begin at 9:00am

Afternoon exams will begin at 1:30PM.

If you do arrive late, try to remain calm. There will be people available to help you as much as we can. Make someone aware as soon as you arrive at school.

## **ABSENCE FROM AND EXAMINATION**

If you unable to attend an exam, please call school so that we can advise you of what to do. There will not be another opportunity to sit an examination, so it's very important you try to attend.

## **FINISH TIMES**

Finish times for examinations will vary as they depend on the length of your exam.

You must remain in the examination room until the exam has finished. This may be past the end of the school day so please make sure you can get home.

## After the examination

### **RESULTS DAY**

Results will be issued on 13<sup>th</sup> August 2026 for A Levels and 20<sup>th</sup> August 2026 for GCSE's.

Your results will be available to collect from school on results day and staff will be available to help, support and guide you.

Full details of the day will be emailed to students and their parents/carers.

### **POST RESULTS SERVICES**

Full details of the Post Results Services we offer and how to apply for them will be enclosed in everyone's results envelope, will be available on the school website and be emailed to students and parents/carers.

### **CERTIFICATES**

Certificates will be available to collect from school late November/early December. We will hold a certificate collection evening, details will be emailed and will also be published on the school website.

You will need to keep your certificates very safe as you will need to use them in the future when applying for courses or employment. Duplicates can be ordered directly from the examination board websites but are very expensive.

## Frequently asked questions

### 1. ***There is a problem on the day of the exam. Who should I call?***

Please call the school on 01162641080, explain your problem and ask for advice.

### 2. ***What should I do if I think I have been given the wrong paper?***

The invigilator will give you the opportunity to check you have the right exam paper before you start your exam – please follow their instructions,

### 3. ***If I am late, can I still sit the exam?***

Yes you can. Depending on how late you arrive we may need to notify the exam board of your late arrival and they may refuse to mark your paper. We will always let you know what is happening.

If you arrive after the published finish time of the exam, we are not allowed to let you sit your exam.

### 4. ***If I miss my exam, can I take it on another day?***

**No.** For formal examinations timetables are set by the exam boards and not by the school. The exam is taken nationally by students at the same time to protect examination integrity. The next opportunity for you to take a missed exam will be in the next exam series the next time the exam is offered – usually the following year.

### 5. ***What happens if I accidentally take a prohibited item into the examination room?***

Before the exam begins the invigilator will ask if anyone has any items not allowed in the exam room. Raise your hand and give it to the invigilator who will keep it safe until the end of the exam. If you realise during the exam, raise your hand and give the item to the invigilator. A report will be made and sent to the exam board, you will have an opportunity to explain.

Mobile phones, even if switched off and the SIM card removed, are still prohibited items.

### 6. ***What do I do if the fire alarm sounds?***

Remain calm and listen to the invigilator as they will tell you what to do. Leave everything in the room and don't communicate at all with anyone except an invigilator. You will be led outside to the fire evacuation point. You will still be under exam rules until the end of the exam and you must follow them.