



**Cardinal Wiseman
Catholic School**
Part of The Romero Catholic Academy

CARDINAL WISEMAN CATHOLIC SCHOOL

Exam Handbook for Students 2023/2024



Introduction

Cardinal Wiseman is committed to ensuring that candidates are fully briefed on the exam and assessment process and to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful to you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies set down strict criteria which must be followed for the conduct of the examinations and Cardinal Wiseman is required to follow and adhere to the procedures set out by JCQ (Joint Council Qualifications).

Contingency Day: 26th June 2024

The Joint Council for Qualifications (JCQ) have decided that they need the option to postpone an exam (or exams) in the event of an incident and rearrange them for a later date to allow all students a fair and equal chance. The date that has been set aside as contingency day is Wednesday 28th June 2023. All students need to be available up to and including this day and no family holidays should be booked before this date. Special consideration will not be granted for an exam missed due to a prior holiday booking.

If you or your parents have any queries or need help or advice at any time before, during or after the exams please contact the Exams Office on 024 76 587035 or email exams.cw@romeromac.com



We are here to help.
Good luck.

The Exams Team

STATEMENT OF ENTRY - All students will receive a Statement of Entry listing the dates of every exam, their tier (if applicable), time of exam and venue. Students need to check and make sure that their name is spelt correctly and that all the subjects are listed. If a subject is missing this means that the student has not been entered for that exam. If the tier is wrong students should speak to their subject tutor as a matter of urgency. Each student has an individual four-digit candidate number which must be written on every exam paper. You can find your exam number on the front of this booklet.

EXAM CLASH - If you have more than one exam timetabled at the same time this is an exam clash. Students should see the Exams Officer so that arrangements can be made to supervise the clash.

UCI Number - In addition to a candidate number, each student must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of statements of entry. This number will usually begin with the Centre Number (20422). Your UCI is used for administration purposes, and it is not necessary for you to remember it.

EXAM ROOMS - Students will take their exams in the Sports Hall. Listening exams will take place in smaller classrooms. Students who have Access Arrangements may take their exams in smaller rooms.

ON THE MORNING/AFTERNOON OF THE EXAM - All students are to line up outside the Theatre. Once inside the Theatre there will be a place for you to leave your coat/bags in a secure cage. Your name will be called out with your row and seat number, and you will make your way in silence into the Sports Hall and take



up your seat. Please remember your seat number also appears on your exam timetable for each subject.

STARTING TIMES FOR EXAMS

MORNING EXAMS WILL START AT: 9.15 AM

AFTERNOON EXAMS WILL START AT: 1.30 PM

EQUIPMENT - All equipment will be supplied and placed on your exam desk.

WHAT SHOULD I NOT BRING INTO THE EXAM ROOM

No food

No watches

No unauthorised material in your pockets

No paper

No mobile phones

No headphones

Bottled water MAY be brought into the exam room but all labels must be removed.

If you have an inhaler, you can bring this into the exam room and place it on your desk during the exam.

TOILET BREAKS - There are **no toilet breaks** during exams unless you have a medical condition and carry a toilet pass. Please make sure that you go to the toilet before your exam starts.



ATTENDANCE AT EXAMINATIONS - Candidates are responsible for checking their own timetable and arriving at school in plenty of time for the start of their exam.

Candidates must wear full school uniform for all exams, this includes school shoes and not trainers.

Once in the exam hall do not attempt to communicate with or distract other candidates.

Do not write on examination desks. This is regarded as vandalism, and you will be asked to pay for any damage. Desks are checked after every exam.

Do not draw, graffiti, or write offensive comments on examination papers, this may result in your paper being marked zero.

Listen carefully to the instructions and notices read out by the invigilators. Check you have the correct exam paper, subject and tier of entry. If you have the wrong paper, put your hand up and the invigilator will come to you.

At the beginning of every exam, you will be asked to complete the front of the exam paper with the following:

Surname

First Name

Centre No: 20422

Can you check your name at the top of your statement of entry, this is the name that will appear on your certificates so it must match your passport and date of birth certificate.



Candidate No: this will be your individual four-digit number which appears on the front of this booklet and on your exam timetable.

READ THE INSTRUCTIONS AT THE FRONT OF YOUR EXAM PAPER - With some exams you will be required to answer all questions and with some papers you will be required to choose questions from different sections. Always check the back page of the exam paper because there may be a question on it.

NUMBER ALL OF YOUR ANSWERS ON THE QUESTION PAPER

You will **not** be allowed to leave the examination room early. If you have finished the paper, use any time remaining to check over your answers and that you have completed your details correctly.

At the end of the examination all work must be handed in, remember to cross out any rough work. If you have used additional paper/answer booklet, ask the invigilator for a tag to put them all together. Remember to add your name and candidate number onto the additional answer sheets.

Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.

REMAIN SEATED AND IN SILENCE UNTIL YOU ARE TOLD TO LEAVE THE EXAM ROOM

If the fire alarm sounds during an examination, remain seated and await instructions. Don't panic. If it's a false alarm the invigilator will make a note of the time the alarm sounded, and this additional time will be added at the end of the exam. If it is not a false alarm, you will be escorted out of the exam room in single file and you must remain in complete silence. All exam papers must be closed and left on your desk.



INVIGILATORS - Exam Invigilators are employed by the school to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and always follow their instructions. Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling unwell.

Invigilators cannot discuss the examination paper with you or explain the questions.

Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and handed over to a member of the Senior Leadership Team and parents will be informed.

ABSENCE FROM EXAMS - If you experience difficulties during the examination period (illness, injury, or personal problems) please inform the school at the earliest possible point so we can help or advise you.

Only in 'exceptional circumstances' are candidates allowed special consideration for absence from an examination. It is a school requirement that medical or other appropriate evidence be obtained on the day by the candidate/parent and given to the Exams Officer without delay in all cases where an application is to be made for special consideration.

COLLECTION OF CERTIFICATES - You will be invited to a presentation evening in December where you will be presented with your certificates. After this date certificates can be collected and signed for during school hours.

If you are unable to collect your certificates yourself, you can give a member of your family a letter of authorisation to collect them on your behalf. We are only



legally obliged to keep certificates for twelve months after which time they can be destroyed. We do keep certificates for a longer period depending on storage.

Please keep your certificates in a safe place because Exam Boards do not issue replacements.

POSTAGE OF CERTIFICATES - All requests must be in writing. A £10.00 admin fee applies to cover the cost of registered UK postage. We do not take any responsibility for the loss of certificates sent by post

RESULTS DAY FOR SUMMER 2023

GCE Results - 17th August 2024

GCSE Results - 24th August 2024

FREQUENTLY ASKED QUESTIONS

Q. What do I do if there is a clash on my timetable?

- The school will reschedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. On days where you have a clash you will need to bring in a packed lunch if you have exams in the morning and afternoon, as you will be kept in isolation until both exams are completed. During this time, you will not be able to have access to your phone or any other internet device.

Q. What do I do if I have the wrong paper?



- Invigilators will ask you to check before the exam starts. If you think something is wrong, put your hand up and tell the invigilator immediately.

Q. What do I do if I forget my Candidate Number?

- Your candidate number will be on your exam card on your desk, its four digits.

Q. What do I do if I forget the school Centre Number?

- The Centre Number is **20422**. It will be clearly displayed in the examination room and the Invigilator will announce it at the beginning of every exam.

Q. What do I do if I have an accident or am unwell before the exam?

- Inform the school at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write, it may be possible to provide you with a scribe to write your answers, but we will need as much prior notice as possible. You will need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see below).

Q. What is an Appeal for Special Consideration?

- Special Consideration is a post-examination adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury, or other disposition at the time of the examination. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided.

Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework, is affected by adverse



circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, or domestic crisis. The Exams Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session) and the candidate will be required to provide evidence to support such an application.

Q. What do I do if I feel unwell during the exam?

- Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel unwell before or during an exam and you feel this may have affected your performance.

Q. If I arrive late can I still sit the exam?

- Provided you are not more than one hour late, it may be possible for you to sit the examination. If the exam is shorter than one hour, then you would not be able to sit the exam if it has finished. If you do arrive late, please report to reception as quickly as possible so that a member of staff can collect you and escort you into the exam room without any further delay.
- You must not enter the exam room on your own. You will be given the full exam time to complete your paper.

Q. If I miss the examination can I take it on another day?

- No. Timetables are regulated by the exam boards, and you must attend on the given date and time.

Q. Do I have to wear school uniform?

- Yes. Normal school regulations apply to uniform, jewellery, make-up etc.

Q. How do I know how long the exam is?

- The length of the examination is shown on your individual timetable and the heading 'duration'. Invigilators will tell you when to start and finish the



exam. Times will also be on the whiteboard at the front of the exam room. There will also be clocks at the front of the room.

- You are not allowed to bring your watch into the examination room. This is to ensure that no student is disqualified for inadvertently bringing in a watch that contravenes regulations.

Q. Can I leave the exam early?

- **No.** It is not the school's policy to allow candidates to leave the exam room early.

Q. Can I go to the toilet during the exam?

- There are **no toilet breaks** during your exams unless you have a medical condition and a toilet pass. (You can bring your pass into the exam room).

Q. I am entitled to extra time - how will this affect the way I take my exams?

- Some students have an approved access arrangement e.g. extra time. Where possible candidates will be seated together to minimise disturbance from other candidates who finish earlier. This will normally be at the back of the Sports Hall. Make sure the Invigilator is aware you have extra time

Q. I am entitled to a Reader/Scribe where will I take my exam?

- On your individual timetable you will have the room number of where you will take each exam. Where possible you will take all your exams in the same room. Access rooms are,

Q. What do I do if my Reader/Scribe does not turn up?

- Put your hand up and let the invigilator know immediately.

Q What would happen if I accidentally brought notes into the exam, and these were found in my pocket



- The notes would be removed and at the end of the exam you would give a full account as to why you had these notes on your person in the exam room. A statement from the Invigilator and the Exams Officer would be completed and these together with the notes would be sent off to the exam board to await their decision. If this should happen to you, you will be guided through the full process by the exam's office.

Q What will happen if I am on holiday on results day?

- We can email your results to you and post them out to your home. Please notify the exams office prior to results day. If you want a member of your family to collect them on your behalf, please provide a letter of authorisation.

Information for candidates

There is a short video on the school website under exams to remind you of the rules and regulations regarding exams.

Please read the following JCQ guidelines which can be found on our school website.

[Information-for-candidates-Privacy-Notice_21-22 \(5\).pdf](#)

[IFC-Written_Examinations_Sep2023_FINAL \(1\).pdf](#)

[IFC-On-Screen_Examinations_2023_FINAL \(3\).pdf](#)

[IFC-NE_Assessments_2023_FINAL \(3\).pdf](#)

[JCQ-Preparing-to-sit-your-exams-2023_24 \(2\).pdf](#)

[JCQ-Social-Media-Infographic-v4 \(1\).pdf](#)