

# YEAR 13 EXTERNAL EXAMINATIONS

2024



**WILMSLOW**  
HIGH SCHOOL

# OWN YOUR EXAMINATION TIMETABLE

- You will receive a copy of your timetable
- Keep a copy in your bag and one at home, preferably in the kitchen for the family to see

# YOUR TIMETABLE TELLS YOU YOUR ROOM AND SEAT NUMBER

- These may be different for each exam
- Please make sure you know which room you should be in and which seat
- In large venues look at the letters at the front and numbers down the side to find your seat

# MORNING EXAM SIGN IN – HIGH OPTIONS

- Ensure you have your ID badge with you
- Exams **MUST** start at 9.00
- For morning exams you must sign in at High Options between **8.15am** and **8.40am** and **check your seat number**
- You will be sent to your exam at 8.45am
- When instructed, you will then go from High Options to your exam venue
- At the end of your exam **you must leave in silence**

# AFTERNOON SIGN IN – HIGH OPTIONS

- Exams **MUST** start at 1.30pm
- For afternoon exams you must sign in High Options between **12.45pm** and **1.00pm**
- **Check your seat number**
- You will then be told when to go to your exam venue
- At the end of your exam **you must leave in silence**

- You must not bring unauthorised items into any examination venue eg:
  - Mobile phone
  - ANY watch
  - Any other electronic communication device
  - Vapes are included in this category

[Watch this video from JCQ about phones](#)

- **In the past GCSE and A-level candidates at Wilmslow High have had their papers cancelled by the exam board, because they have been found with a mobile or watch even though it was in their pocket/switched off**

# CALCULATORS

- Students using graphical calculators or powerful scientific calculators must clear the calculator memory – this may be checked
- Make sure you know how to use your calculator
- If your calculator is in the wrong mode the invigilators will not be allowed to help you to fix it and will not lend you another calculator

# DO NOT BRING

**DO NOT BRING YOUR COAT/BAG/NOTES/  
BOOKS/PHONE/WATCH/iPAD TO THE EXAM  
VENUE**

You can leave phones, electronic devices and watches with Mr Williams (sticker with name and form on)

You can leave bags/coats in High Options



# BRING YOUR ID CARD TO ALL EXAMS AND PLACE ON THE DESK FACE UP

- This is so that invigilators can check that the right student is sitting the correct paper and helps to ensure that you are sitting in the correct seat
- If you feel that you have been given an incorrect paper query this with an invigilator by raising your hand

# MALPRACTICE

- Be very careful to do nothing which is against the rules or gives you any unfair advantage
- Anything that could give you even the slightest unfair advantage is malpractice
- Have nothing written on your hands; not even your seat number
- Have no notes in your pocket or on your person
- There will be spot checks involving a random sample of students
- Be aware that we *always* report malpractice

# TOILETS

- Go before the exam
- If you have to go during an exam you will be escorted and will be asked to turn your pockets out
- We keep a record of names of those who have to be allowed to go to the toilet

**THERE MUST BE TOTAL SILENCE AT ALL TIMES IN THE  
ASSESSMENT ROOM**

**YOU MUST NOT COMMUNICATE IN ANY WAY WITH ANY  
OTHER CANDIDATE – EVEN BY GESTURE OR EYE CONTACT**

**STUDENTS ENTITLED TO EXTRA TIME ARE ENCOURAGED TO  
USE IT**

# LEAVING THE EXAM

When dismissed by the lead invigilator:

- leave in total silence
- **keep moving; do not stop in the foyer/hallway as other students may still be working**

# BRILLIANT BASICS

- DO NOT WRITE ANYTHING ON YOUR PAPER UNTIL YOU ARE INVITED TO DO SO
- FULL CORRECT SCHOOL UNIFORM MUST BE WORN
- ID Badges Must be worn
- Invigilators are your support

# NO FOOD IS TO BE CONSUMED DURING AN ASSESSMENT

- Small bottles of water will be permitted, with the label removed and bottle placed on the floor
- Absolutely no chewing gum

# OTHER DOS AND DON'TS

- Timetables must not be brought into the exam
- Doodling is not allowed on papers as examiners may refuse to mark them
- Fingernails (if using a computer) must not be too long as this can prevent you being able to type or cause a distraction to others
- Only write in the designated sections of answer books
- If you need continuation paper check the back of the booklet for spare pages, if none raise your hand and ask an invigilator
- **Write *\*see continuation pages at the end of your sentence so the examiner knows there is more of your answer to mark***
- Put the question number immediately on the continuation paper. Leave at least two lines between each answer
- Your name, candidate number etc. can be added onto the continuation paper at the end of the exam



# HAVE THE CORRECT EQUIPMENT

- We do not lend equipment
- It will be too late to buy it immediately before an exam
- Black pens, sharpened HB pencils, rubbers, rulers, calculators, protractors, compasses should be in a clear pencil case or plastic bag
- No erasable pens
- Calculator lids must not be taken into the examination room

# PHONE US IF YOU ARE ILL

You or your parents/carers should phone Miss Ross on the normal school phone number (01625) 526191 as soon as possible before the start of your examination.

# TIPS

- **Arrive early**
- Establish good habits
- Listen to instructions
- Respect your peers and friends
- Trust staff – they are the experts

