CULCHETH HIGH SCHOOL

› THE BEST THAT WE CAN BE

Examination Booklet 2026 - 2027 for Students & Parents/Carers

› RESPECT
› HONESTY
› EXCELLENCE

Introduction

Culcheth High School aims to ensure exams run as smoothly as possible for all our candidates. We hope this booklet will provide you with informative and helpful advice to assist you in all of your exams. Please read the booklet carefully so you are aware of the exam procedures and regulations. The information in this booklet applies to all of your exams, including pre-public examinations.

There are a number of rules and regulations for exams that you must be aware of, most of which are set by Exam Boards. The school is required to ensure that the regulations are followed. Please ensure you read the following documents listed below which are on the school website and will also be emailed to your school account.

Information for candidates - For written examinations
Information for candidates - On-screen tests
Information for candidates - Social Media
Warning to Candidates
Information for candidates - Non-examination assessments
Information for Candidates - Privacy Notice
AI and Assessments - A quick guide for students
Information for candidates - AI and Assessment

We have tried to answer some of the questions you may have in the 'Frequently Asked Questions' section of this booklet but if you have any more questions or something which you do not understand please contact Mrs Bennett, the Examinations Officer. Also, if you are worried or concerned about something you can either speak to your Form Tutor or your Progress Leader.

Before your Examinations

At the beginning of February you will receive a statement of entry and your individual candidate exam timetable for your Summer Exams. Please check your timetable carefully. If there are mistakes (e.g. name, date of birth, exam entry etc.) you must inform Mrs Bennett, Examinations Officer immediately as certificates will be prepared with these personal details. Check each exam and tier of entry and ensure everything is correct on your timetable.

Clashes

If you have a clash on your timetable (two exams at the same time), arrangements will be made for you to take these subjects one after the other as long as the total time is not more than 3 hours. Centres are not allowed to move exams to a different session if the total time does not exceed 3 hours. If you are taking two or more examinations in a session and the total time is 3 hours or less you will be entitled to a supervised rest break of no more than 20 minutes between the papers. The break will be conducted under formal exam conditions within the examination room. You are not allowed access to revision notes. If the total time is more than 3 hours, the exams will be split between morning and afternoon sessions. If this happens, an invigilator will supervise you in between exams and you must bring food and drink with you. During this time you will not be allowed access to your mobile phone/wrist watch etc.

You will be informed of any clash arrangements before your exams commence. If you have a clash on your exam timetable which has not been resolved you must inform Mrs Bennett in the Exams Office.

Uniform / Dress code

All students must wear full uniform to all examinations. Outdoor jackets, scarves and hats cannot be worn.

Candidate Number/Centre Number

All candidates are given a four-digit number which can be found on your exam timetable. Please memorise this number as you will have to enter it on all answer/question booklets in your exams.

You will also be required to enter the school centre number on all your exam answer/question booklets. It will also be displayed on the white board in your exam venue. You will not need to use your candidate number or the centre number in pre-public examinations.

Dates and Times of Examinations

Examination dates and times are clearly shown on your exam timetable. Make sure you arrive at least 15 minutes before the start of your examination. Morning exams start at 9:00am and afternoon exams start at 1:15pm for external examinations, unless you are informed otherwise. For pre-public examinations, start times will differ on a daily basis.

Absence

Please telephone the school main reception on **01925 767587** if either you are unable to attend your exam due to illness, you are absent through a genuine emergency or you have been delayed getting to school for the start of an exam. Please ensure you telephone by 8:30am for morning exams and 12:30pm for afternoon exams. If you are absent due to illness and have a medical note, please pass it to Mrs Bennett in the Exams Office.

The school has always tried to make contact with home where students have failed to attend an external exam in case there has been an oversight or misreading of the timetable. Unfortunately due to the increasing number of exams, the school is no longer able to guarantee that this will continue. Therefore students who do not arrive for an exam will be charged for the exam if they do not have a valid reason.

If a school bus is late please do not panic as the school will be aware of this.

Supervision during your exams

Exams are supervised by a team of trained invigilators. Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ and Exam Boards.

Lateness

If you are late for an exam the school will try to give you the full time allowance as long as an invigilator is available. If you are more than an hour late your exam paper may not be accepted by the Exam Board. If you are late for an exam please report to Student Services.

Food and Drink

You are only allowed to take water into the exam room in a reusable clear transparent bottle. Bottles must be free from writing or illustrations and all labels must be removed. Invigilators must be able to see that the bottle contains liquid and nothing else i.e. no notes or unauthorised material. Chewing gum and any other food and drink are not permitted. Please ensure you have enough water for the duration of your exam as you will not be allowed to refill your bottle during the exam and invigilators cannot do this for you.

Mobile Phones, Electronic Equipment and Wrist Watches

Any unauthorised materials or equipment e.g. iPods, mobile phones, fitbits, smart glasses, MP3/4 players, pen drives, smart watches, wrist watches, air pods or earphones/earbuds or any other smart devices must not be taken into the exam room. Possession of unauthorised material is breaking the rules and you will be subject to penalty and possible disqualification. Therefore any unauthorised material must either be left at home or in your locker.

Equipment

It is your responsibility to bring all your own equipment and any resources required to your exam. Borrowing from other candidates is NOT allowed when you are in the exam venue.
You should bring your equipment in a clear plastic bag or pencil case.

Equipment you are required to bring to every exam:

- 2 black pens
- 2 HB pencils
- Ruler
- Pencil sharpener
- Rubber

Items to be brought to certain exams (check equipment needed with your teacher for each exam – if you are unsure bring to your exam anyway)

- Compass
- Protractor
- Calculator (do not bring to a non-calculator exam)
- Coloured pencils

The school will provide tracing paper if it is needed.

Scrap paper and revision notes must not be taken into the exam room. You must do any rough work in your answer booklet. Cross out anything you do not wish to be marked.

Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers. However questions, text extracts, individual words or phrases may be highlighted. You must write in black ink or ballpoint pen, except for drawings or rough notes.

Malpractice

- Malpractice means any act or practice which is in breach of the regulations.
- Any alleged, suspected of actual incidents of malpractice will be investigated and reported to the relevant Exam Board.
- Outcomes of such an investigation include but may not be limited to:
  Written warning, loss of marks, loss of whole GCSE grades.

Examples of malpractice include:

- Introduction of unauthorised material into the examination room.
- Breaches of examination conditions.
- Exchanging, obtaining, receiving or passing on information which could be examination related.
- Offences relating to the content of a candidates work.
- Undermining the integrity of examinations/assessments.
- Please see the examinations malpractice policy on the school website for further information.

Calculators

A calculator can be used unless you are told otherwise. Your subject teacher will inform you if you are not allowed a calculator for a particular paper. If you are allowed a calculator in an exam check the batteries are working properly, clear anything stored in the memory and ensure it is in exam mode, remove the case and ensure it is a size suitable for use on the exam desk. You must bring your own calculator if you need one and you are responsible for making sure your calculator works properly and it meets exam board regulations. Do not bring into the exam room any operating instructions or prepared programmes.

Calculators must not:

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
- Be loaned from another candidate during an examination for any reason

Have retrievable information stored in them, this includes:

- Databanks
- Dictionaries
- Mathematical formulae
- Text

Seating Plans/Exam Venues/Lining Up

Seating plans will be displayed near where you will be lining up. You will also receive a timetable detailing your room and seat number for each exam. You will have a different seat number for each exam.

Students are to line up in tutor group order in King Quad. All students should check their seat numbers before they go into their exam venue.

Students are to enter the exam venue one tutor group at a time in complete silence and in single file. Candidates with Access Arrangements may be seated in a separate room, they will be informed beforehand.

Conduct in the Exam Venue

As soon as you enter the exam venue you are under exam conditions. You must not talk to, attempt to communicate or disturb other candidates and you must not turn around. If there is any communication between students it will be assumed you are cheating and be treated accordingly. You must ensure you sit at the correct desk to ensure you complete the correct question paper. If you need assistance put up your hand and wait for an invigilator to attend to you. Once you have entered the exam venue, you have to be escorted at all times if you need to leave (for example if you feel unwell). Candidates can only leave the exam room where necessary or where supervised rest breaks have been granted.

Listen carefully to instructions and notices that are read out by invigilators – there may be amendments to the exam paper that you need to know about. Before you start check that you have the correct question paper and an answer booklet if required. Read through the instructions on the front of the exam paper before starting the exam and make sure you are clear as to how many questions you are required to answer. Please put your legal name on your exam paper (not your preferred name), when you are instructed to do so by the invigilator. You must not open the question paper until the examination begins.

Invigilators are there to help but they cannot help you with any questions in your exam paper. If you have any queries don't be afraid to put your hand up and ask for assistance.

You will not be allowed to leave an exam early if you have finished as this disturbs other candidates. You must check your exam paper through and sit in silence.

Please do not write on examination desks or write or draw anything other than exam answers in your question/ answer booklet. If anything inappropriate is written on an exam paper the Exam Board can refuse to mark your script.

End of the Exam

If you finish before the time allowed for the exam, carefully check all your answers. Make sure your name and candidate number are on every piece of paper used. At the end of the exam all work must be handed in. Rough paper is not allowed in exams so all work you have done will be sent to the Exam Board for marking, therefore remember to cross through any rough work you do not want to be marked.

Invigilators will collect your answer booklets and question papers before you leave the exam room. If there is any communication it will be assumed you are cheating and will be treated accordingly. You will be dismissed from the exam row by row and will be told which exit to use. You must remain in complete silence until you have left the exam venue.

Emergency Evacuation

In the event of an emergency, for example a fire drill, the following must be carried out in complete silence:

- If the fire alarm goes off, firstly do not panic. You must stop writing , close your answer booklet, remain seated and listen to the instructions from an invigilator
- You will be told by an invigilator when to leave and where to assemble
- Leave all your equipment and exam paper in the exam room
- You must leave the room in complete silence and must not speak to fellow students. When you return to your exam room do not start writing until the invigilator informs you to do so
- The invigilator will make a note of the time of the interruption and how long it lasted.
- You will be allowed the full working time set for the examination

Exam Results

Senior members of staff will be available for you to speak to on exam results day. If you are unable to collect your results in person and would like someone else to collect them on your behalf (e.g. a parent or a nominated representative) they must show a copy of your I.D. i.e. passport, driving licence or birth certificate, a signed letter of authorisation from you giving them permission to pick up your exam results and also proof of their own identity. Results CANNOT under any circumstances be given out over the telephone or via email.

If for any reason you cannot collect your results personally or send in a nominated representative we are able to post out results upon receipt of an A5 stamped self-addressed envelope, which must be left at the main reception.

Post-Results Services

Review of marking:
If you would like to query a mark/grade upon receipt of your exam results you should contact either the relevant Head of Department or the Examinations Officer. All information and deadlines will be given to you with your exam results and emailed to parents/carers before the summer holidays. Please be aware that grades can be either raised, remain the same or lowered.

If you wish to go ahead, payment must be received before the request can be processed. In all cases the consent form must be signed by you before the application can be processed.

Access to scripts:
Following the release of results, you can request a return of an exam script. Please be aware when the Exam Board has returned the original script you can no longer request a review of marking of this exam paper.

Exam Certificates

Please be informed Examination Certificates will be available for collection for students who will be leaving in Summer 2027 from Wednesday 24th November 2027. Certificates can be collected between the hours of 8.30am and 4.00pm from the main reception. You must bring identification with you upon collection.

If you cannot collect your certificates in person, a representative can collect them on your behalf but they must provide the following documentation:

- A signed letter of authorisation from you giving them permission to pick up your certificates
- A copy of your I.D. for example a passport, birth certificate, driving licence
- Proof of their own identity

It is extremely important that certificates are collected as they are required for Higher Education and workplaces often request the original copy.

Internal Assessments

Non-examination Assessments

The dates for Non-examination Assessments are set by your teachers therefore please check with your subject teachers when these are scheduled plus the deadline dates. You must read the Information to Candidates for Non-examination Assessments which is on our website.

Your teacher will inform you of your NEA mark before it is submitted to the awarding body. You must inform your teacher if you would like to request a review of marking of your NEA before it is submitted to the awarding body which should be done so in writing to your teacher.

A copy of the Examination Appeals Policy can be made available upon request and a copy is on our website.

Social Media

If you see any information regarding exam paper leakages on social media and/or individuals claiming to have copies of exam papers, please do not be distracted by such claims as sharing real or fake exam papers could lead to disqualification.

Please refer to Information for Candidates - Social Media and Examinations/assessments on our website.

Exam Tips for the Day of Your Exam!!

- Eat a good breakfast
- Make sure you know where your exam is being held and what time it starts
- Give yourself plenty of time to get there
- Take all the equipment you need for each exam, including extra pens and pencils
- Go to the toilet beforehand!
- Read all the instructions carefully before starting the exam and ask the invigilator if anything is unclear
- Read through the questions before you start writing and make sure you are clear as to how many questions you are required to answer
- If you are stuck on a question move onto the next. You can always come back to it later
- Plan how much time you will need for each question
- Never leave a question unanswered. Even if you write an answer in the last minute of the exam, you might get some marks for your answer. If you are really stuck, try to have an intelligent guess
- Leave time to read through and check your answers before the exam finishes

Frequently Asked Questions

Q. What time do examinations start?
Morning exams start at 9:00am – arrive at 8:40am. Afternoon exams start at 1:15pm – arrive at 1:00pm. Times for pre-public exams may differ, you will be informed of the times beforehand. Check the seating plan displayed on the notice board by Student Services for your exam venue and seat number.

Q. What happens if I have a clash? (2 exams at the same time)
The Examinations Officer (Mrs Bennett) will speak to you and arrange which exam you will take first. If you have to take one in the morning and one in the afternoon you will be supervised in between.

Q. What do I do if I think I have the wrong question paper?
Invigilators will ask you to check your paper 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 am late?
Report to Student Services and wait to be escorted into the examination venue. If you are more than 1 hour late your exam paper may not be accepted by the Exam Board.

Q. What do I do if I am ill on the day of an examination and miss the exam?
Your parent/carer must contact the school as soon as possible to inform of your absence. You will need to get a medical note.

Q. Can I go to the toilet during the exam?
Unless you have a toilet pass you are not allowed to go in the first hour or last ten minutes. You will be escorted by an invigilator and will not be allowed any extra time.

Q. If I miss an examination can I take it on another day?
No. Timetables are regulated by Exam Boards and you must attend on the given date and time. If you have missed a pre-public examination your teacher may reschedule it for a different day.

Q. Do I have to wear school uniform?
Yes. If you do not, you will not be allowed into the exam. Hats, scarves and outdoor jackets must not be worn in the exam venue. Bags must be left in your locker.

Q. Can I leave the exam when I have finished?
No. You must use the full time allowance and check your paper through. You will only be allowed to leave when all the answer booklets and question papers have been collected and you have been dismissed by the invigilator.

Q. How do I know how long the exam is?
The length of the exam is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. The start and finish time of the exam will be displayed on the white board in your exam venue.

Q. I am entitled to extra time – how will this affect the way I take my exams?
Candidates are seated together at the far side of the hall to minimise disturbance from other candidates who finish earlier. The invigilator will include the additional time when they display the finishing time on the board.

CULCHETH HIGH SCHOOL

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Warrington Inclusion Hub Committed to Inclusion 2017-18

Google for Education Reference School

Ofsted Good Provider

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