



Woolwich Polytechnic
Sixth Form

GCE EXAMINATIONS 2025



STUDENT HANDBOOK



CANDIDATE NAME:

CANDIDATE NUMBER:

CENTRE NUMBER: 10664

INTRODUCTION

Woolwich Polytechnic wants to make the examination experience as stress free and successful as possible for all candidates.

Please read this booklet and show it to your parents/carer so that they are aware of the examination regulations and procedures.

This booklet provides helpful guidance on all aspects of an examination period. It includes the strict rules and regulations set by the examination boards, and how best to deal with any problems that may occur.

Please pay particular attention to the 'Warning to Candidates' and 'Unauthorised Items Poster' that states exactly the awarding bodies' requirements throughout exams. These are displayed outside and inside exam venues.

If you have any queries or need help or advice at any time, before, during or after the examinations please contact:

Mrs Woods – Examinations Officer – jwoods@woolwichpolyboys.co.uk

Mrs Crowley – Examinations Assistant

Head of Year 12 - Mr W Evans & Ms N Chadwick

Head of Year 13 – Mr G Tatton & Mr O Gulaid

The School telephone number is: 020 8310 7000

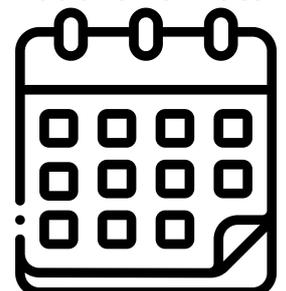
If you are going to be late or absent on the day of your exam please telephone:
07858 085 721

KEY DATES

Summer Public Exams begin 28th April 2025

Contingency Date: Wednesday 25th June 2025 This date is for GCE and GCSE examinations should sustained national or local disruption arise during the June 2025 Exam Season. Contingency day for GCSE and/or GCE examinations should sustained national or local disruption arise during the June 2025 examination series.

Last Exam: 30th June 2025

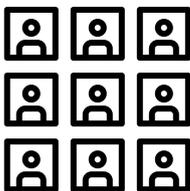


GENERAL INFORMATION - Before the Examination



Examination Boards

The school will be using the following examination boards for this year's examinations: AQA, Edexcel/Pearson, OCR, WJEC/Eduqas, LiBF, ASDAN, Cambridge Assessment



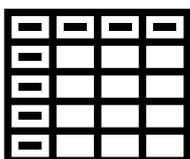
Candidate Number

You will be issued with a four digit candidate number. It must be entered, along with your name, and signature (if instructed) on every exam paper you sit. It will appear next to your name on the seating plans and examination registers, also on the seat ticket on your examination desk. You must remember it.



UCI Number

In addition to a candidate number you will be issued with a 12 digit Unique Candidate Identifier number (UCI). This usually begins with the centre number (10664) and is for administration purposes only so it is not necessary for you to remember it.



Timetables

- You will receive an individual timetable showing your own specific examinations with details of subject, date, time and duration of exam. Please check all the details on your Statement of Entry including your personal details, date of birth and spelling of names. This is the information that will appear on your certificates so it is vital that it is correct. Please take good care of them and put them in a place where you will be able to look at them easily. Please check the details carefully and if you think there is an error or need further information please contact Mrs Woods or Mrs Crowley in the Exams Office.
- There will be a full timetable available on the school website from March 2025.
- You may have a timetable clash, where more than one examination may be taking place at the same time. If this is the case, you will be made aware of this at the earliest opportunity and the school will reschedule papers internally for the same day. You will normally be supervised in another room, and must not have any communication with any other candidates. Lunch and refreshments will be provided.

Please speak to Mrs Woods or Mrs Crowley immediately if you spot a clash on your timetable.



Contact Numbers

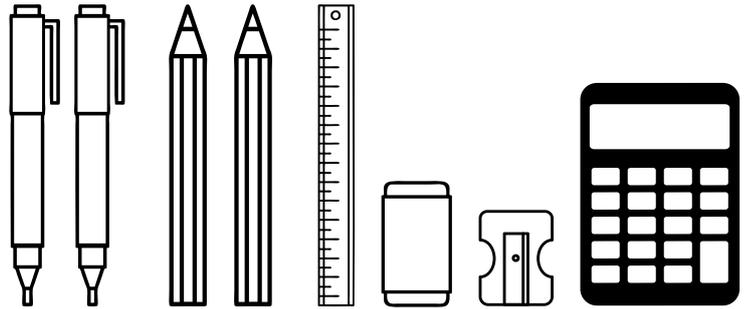
GCE's are national exams and very carefully regulated. Each exam takes place at the same time all over England and Wales also internationally. We need to be able to contact you if you are not in school. Please make sure that the school has at least one up to date contact number for you which you can guarantee will be answered in the case of us having to contact you on the day of an examination.



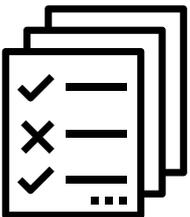
Equipment

It is your responsibility to have the correct equipment with you for each exam. You must have:

- 2 black pens
- 2 HB pencils
- A ruler
- Eraser
- Pencil sharpener
- Calculator



You must NOT use highlighter pens, coloured gel pens or any sort of correction fluid. The only pencil cases allowed are transparent ones. It is up to you to ensure that you have other equipment that you need for special subjects including calculators. Unfortunately the school does not have enough spare for you to borrow on exam day. All calculators must conform to exam rules and regulations, if you are unsure either check with your subject teacher or Mrs Woods or Mrs Crowley.



Only material that is listed on the question paper is allowed into the examination room, such as anthologies, set texts, etc. Exam regulations are very strict regarding items that may be taken into the exam room. Any student found to have any material that is not permitted, will be reported to the exam board and risks being disqualified from the exam.



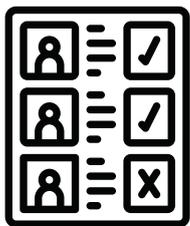
Examination Regulations

A copy of the "Information to Candidates", which is issued jointly by all the Examining Boards, this is included with your timetable. You must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the Awarding Body.

Useful link to JCQ:

https://www.jcq.org.uk/wp-content/uploads/2024/01/IFC-Written_Examinations_2324_Revision_One_FINAL.pdf

GENERAL INFORMATION - During the Examination



Attendance

- You are responsible for checking your own timetable and arriving at school on the correct day at the correct time, in uniform and fully equipped.
- You must wear full school uniform for every examination.
- You must wear your lanyards so that you are identifiable.
- Morning exams start at 8.30am
- Afternoon exams will start at 1.00pm
- These are the times the exams will start therefore you are advised to arrive at school 8.00am for morning exams and 12.00 noon for afternoon exams.
- Before the examinations there will be warm up/revision sessions, you must attend these.



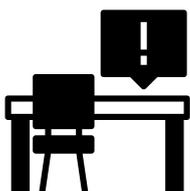
Lanyards

- All student lanyards must be worn, and you will not be permitted into the Exam without your identification. Once you are seated you can wear your lanyard or place this on your exam desk.



Lateness

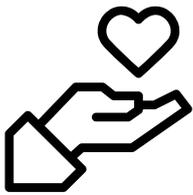
- If you arrive late for an examination you may still be permitted to sit the paper. If you arrive one hour after the official start time of the examination or before the end of the examination for examinations lasting less than one hour you may still be permitted to sit the paper, but the Awarding Body may decide not to accept the script for marking.
- Please inform the school at the earliest opportunity if you are going to arrive late for an examination by texting 07858085721 or telephone on 0208 310 7000. When you arrive at school go to Reception and a member of staff will escort you into the exam room. You must never enter an exam room without permission.



Absence

- You must inform the school at the earliest opportunity if you are ill, injured or have personal problems before an examination, so that we can help and advise you. You run the risk of not being awarded a grade in a particular subject, if you are absent for one of the exams that go towards awarding you a grade. Arrangements can be made to assist candidates who may have special requirements, but we will need as much notice as possible.
- Unfortunately timetables cannot be altered and examinations can only be taken on the days and at the times stated on your final timetable.

GENERAL INFORMATION - During the Examination



Special Consideration

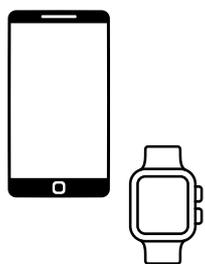
- Only in exceptional circumstance are candidates allowed 'Special Consideration' for absence from examinations. Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. This is decided by the Awarding Body and NOT by the school. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course of an examination subject, but performance in the examinations or in the production of coursework/assessment is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident, injury and bereavement.
- The Exams Office must be informed immediately, so that the necessary paperwork can be completed (within 7 days) and the candidate will be required to provide medical evidence to support such an application (doctor's letter/certificate etc.)
- Please be advised that the adjustment to marks that may be awarded is only small and no feedback is ever given from the awarding body.
- If you feel ill during the examination please put up your hand and an invigilator will assist you. You must inform an invigilator if you feel unwell before or during an exam and feel it may have affected your performance.



Inside the Examination Room

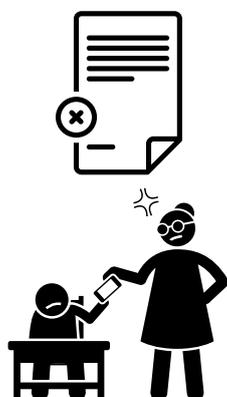
- As you enter the examination room you are under exam conditions. NO MOBILE PHONES/ELECTRONIC DEVICES/Smart Watches or Wrist Watches to be brought into the exam room. NO TALKING. We have a strict no talking policy. If you attempt to communicate with any other student during an exam, you risk being disqualified from all exams. To contact an invigilator raise your hand. Do not leave your seat without permission.
- Bags and coats must be placed in the designated area as instructed by your Head of Year.
- Pupils are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.





MOBILE TELEPHONES, Smart/Wrist Watches, MP3/4 players, iPod, Air pods, technological/web enabled sources of information.

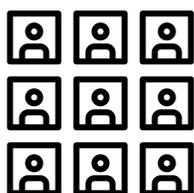
Mobile telephones/electronic equipment must not be brought into the exam room. If you are found in possession of a mobile phone/electronic device, even switched off, this will be reported to the awarding body. The normal practice in these circumstances is to disqualify the candidate from the exam.



Malpractice

Malpractice is any practice which is a breach of the JCQ regulations, or which compromises the integrity of any qualification or the validity of an examination result or certificate. This malpractice can occur in the course of any exam or assessment, including the preparation and authentication of any non-examination assessment, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any exam paper. Examples of malpractice are: possession of a phone, watch, headphones, notes, talking, bad behaviour, plagiarism or graffitiing of an exam script and any posts on social media regarding exams. If you have/do any of these you would get zero for the paper and may even get disqualified.

Seating Plans



- A seating plan will be placed inside and outside the examination room, also in the hall. Before entering the exam you must check your seat allocation.
- You will be allocated a seat and this cannot be changed. Your name, candidate number, exam and seat number will be displayed on the desk allocated to the candidate. **YOU MUST SIT IN YOUR ALLOCATED SEAT.**
- Please note that you may not be sitting in the same seat for every examination, so please check the seating plan before entering each exam.
- **YOU MUST REMEMBER THAT YOUR LANYARD NEEDS TO BE CLEARLY VISIBLE AT ALL TIMES DURING THE EXAM.**

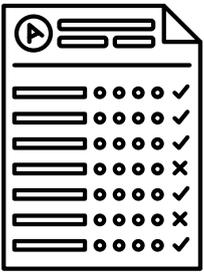
| Candidate No | Surname | First Name | Form | Exam | Seat |
|--------------|---------|------------|------|---------|-------|
| 1234 | Smith | John | 10T2 | Biology | SH A9 |

Examination Room



- There will be a board at the front of every exam room clearly stating the Centre Number: 10664, Date, the name of the exam and awarding body and the start and finish times.
- There will also be a clock in every examination room.
- You are not allowed to leave the examination room without the permission of an invigilator. If you require the toilet please raise your hand and you will be escorted by an invigilator. You are required to stay in the exam room for the full length of the paper to ensure they make full use of the time and avoid disruption to other candidates.
- You may bring in 1 still bottle of water (with the label removed, no writing on it and transparent) into each examination.
- Fizzy drinks are not allowed and will be confiscated.





Question Papers

- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.
- Each question paper clearly states on the front the SUBJECT NAME, DATE, TIME AND LENGTH OF THE PAPER. It is extremely important that you check the TIER OF THE PAPER that you have been given, DO NOT ENTER YOUR DETAILS BEFORE INSTRUCTED TO DO SO BY AN INVIGILATOR. If you feel you have not been given the correct exam paper you must inform an invigilator immediately.
- Read all instructions on the exam paper carefully.
- Ensure you write your NAME, CANDIDATE NUMBER, CENTRE NUMBER and add your SIGNATURE (if required) on all questions papers, and any additional writing paper.
- DO NOT draw, graffiti or write on the examination papers in any way – if you do the examination board may refuse to accept your paper.
- No question papers, answer papers, additional papers or texts may be taken from the exam room.
- At the end of the examination the invigilators will collect in all exam work. Remember to cross through any rough work that you do not want marked.
- You are still under exam conditions at this point, the invigilator will collect your examination paper and you must remain in silence. Once all the papers have been collected, you will be dismissed. You are still under exam conditions until outside the exam room.

Invigilators



- The school employs external invigilators to assist with conducting the examinations. You are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Invigilators are in the examination room to assist you and supervise the conduct of the examination. They will distribute and collect examination papers, tell candidates when to start and finish the examination, hand out extra writing paper and deal with any problems that occur during the examination.
- Listen carefully to all instructions given out by the invigilators as they may have to hand out some important last minute information.
- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and members of the Senior Leadership Team.



Emergency Alarms

- If the EMERGENCY alarm sounds during an examination the invigilators will ask you to stop writing and close your papers. If you have to evacuate the examination room, you will be asked to leave everything on your desks. The invigilators will escort you to a designated area, and you must stay in order according to the seating plan. You must not attempt to communicate with another candidate in any way.
- When you return to the examination room you must not start writing until instructed to do so by the invigilators.
- You will be allowed the full working time for the exam and a report will be sent to the Awarding Body.



Access Arrangements

- You will have been made aware by Mrs Woods/Mrs Crowley or a member of the Learning Support Department whether you are entitled to Access Arrangements.
- Access Arrangements means organising specific arrangements for those candidates who may require readers, scribes etc or if the candidate has a medical need.

Support and well-being

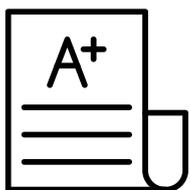


We understand that the GCE examination period can be a challenging time for both students and their families. Please know that the Sixth Form Team is fully committed to supporting your child throughout this period. We are here to offer guidance, encouragement, and any resources necessary to help alleviate stress and ensure they feel confident and prepared.

Please see our website on the link below for advice on how to support Sixth Form Students at home through exam anxiety and ensuring they follow good practices to support their well being.

[Woolwich Polytechnic Sixth Form - How to support your teenager in Sixth Form](#)

GENERAL INFORMATION - After the Examination



Results

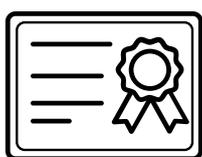
- Results will be available for collection on Thursday 14th August 2025 from 9am.
- In the interest of security only you can collect your results but if you wish for another person to collect your results on your behalf, you must provide them with a letter signed by yourself allowing them to do so.
- If you are not available to collect them on Thursday 14th August, you need to inform Mrs Woods or Mrs Crowley as soon as possible.



Post Results Service

- If you need post-results service (enquiry about your result) you must first contact the Head of Department or SLT member, as there is a fee.
- It is agreed there is grounds for using the post results service they will contact Mrs Woods or Mrs Crowley.
- You will need to sign a declaration that you will accept the review of marking result even if it goes down.
- The deadline date for enquiries about results is 1st September 2025. After this date the school cannot make any enquiries about Post Results.

GENERAL INFORMATION - After the Examination



Certificates

- It is advisable that you collect your certificate in person. If you are unable to collect in person and send a representative they will require written permission by the candidate.
- Certificates will not be available for collection until late November onwards from the Exams Office. A message will be displayed on the school website
- School are only obliged to keep certificates for a period of two years after issue. If you lose your certificates they can only be replaced by direct application to the appropriate Examination Board. They will require proof of identity and a fee per Examination Board.

Hopefully this guide has provided the answers to your question but if you have any queries, please do not hesitate to contact:
Mrs Woods or Mrs Crowley in the Exams Office



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