

Thornleigh Salesian College

Exams Handbook 2025

A guide to exam and assessment arrangements for
students and parents/carers

Introduction

At Thornleigh Salesian College we are committed to ensuring that candidates are fully briefed on the exam and assessment process in the centre and are made aware of the required JCQ/awarding body instructions and information for candidates.

We aim to make the exam experience as stress-free and successful as possible for you. Hopefully this booklet will provide answers to questions you may have about the exams you will be sitting.

Please read this booklet carefully so that you are aware of how things should happen before, during and after the exams. The awarding bodies (exam boards) have a strict set of rules and regulations that we have to make sure you follow. These are at the end of this booklet, along with a list of frequently asked questions that may be useful to you.

If you have any queries or need any advice before, during or after the exams please contact:

Exams Officer C Moran-Hetherington

cmoranhetherington@thornleigh.bolton.sch.uk

General information

Exam entries

You will receive a link to your timetable, before the Easter break, telling you which exams you have been entered for. Please keep this safe and make sure you check the information shown. It will tell you the dates and times of your written exams and what tier you are entered for. If it is not correct please contact your teacher ,
or C Moran-Hetherington Exams Officer, as soon as possible.

Awarding bodies

Thornleigh uses the following awarding bodies.

AQA, WJEC, Pearson (Edexcel), and OCR.



Candidate name

For all qualifications your **legal** name will be used. This is the name that is shown on your birth certificate (or deed poll document if you've ever changed your name). You should always write your legal name on exam papers.

Contact numbers

Please make sure that school has at least one up to date contact number for you.

Equipment

You need to bring your own equipment to the exams. Pencil cases should be clear plastic and pens should have black ink. You may also need a pencil, eraser, ruler, sharpener, protractor, compass and (scientific) calculator.

Highlighters may be useful in highlighting important parts of the question but they are

not allowed in your answers.

Exam Clashes

If you have an exam clash where 2 exams in different subjects are timetabled to occur at the same time you will be contacted by the Exams Officer who will tell you what arrangements will take place.

Exam Contingency Days

The afternoon of Wednesday 11th June and the full day on Wednesday the 25th of June are contingency days for 2025 set by the exam boards. You must make sure you are available up to and including these dates.

Exam information

Start times for exams

Unless we tell you otherwise these are the start times for exams:

Morning: **9.00 am**

Afternoon: **1.30 pm**

If you are later than 10am for a morning exam, or 2.30pm for an afternoon exam, the awarding body might not accept your work.

Exam Rooms

The majority of pupils will sit their exams in the Sports Hall or the LRC. You will get a final exam timetable showing your exam room and seat number at the end of April.

Attendance at exams

You are responsible for making sure you attend school/ college on time for each of your exams. If you are unable to attend for any reason please contact us as soon as possible on the morning of your exam.

Malpractice

- Do not try to talk to any other learners in the exam.
- Do not distract any other learners in the exam.
- Do not take any unauthorised items into the exam (listed in the rules)

Mobile phones must not be on you (e.g. in your pocket) in the exam. You must switch any mobile phones off and leave them in your bag where you are instructed to leave them. If you are found to have one on you in the exam we have to report it to the awarding body, who may give you zero marks.

In controlled assessments/coursework:

- Do not copy or allow your coursework/NEA work, if appropriate, to be copied
- Do not allow others to help produce your coursework/NEA work or help them with theirs.

Exam regulations

Exam regulations start the moment you enter the exam room. You must be silent from this moment on until you leave the exam room. We must inform the exam board if you talk/communicate with another student after you have entered the room. The penalty for this can be to lose all marks for the paper.

Read and follow the instructions on the front of the question paper

Listen carefully to all instructions when you are in the exam room. There may be things you need to know about that are not already written on your paper.

Your paper will be on your desk when you arrive – do not open this paper until you are told to do so by the invigilator.

When you are told by the invigilator to do so, fill in your details in capital letters as the paper tells you to — **make sure you use your legal name, not a preferred name.**

Write your answers in the sections of the paper/answer booklet as the instructions say. If you are using an answer booklet make sure you label your answers clearly. Remember to hand in any rough work. Add your details to any extra answer sheets that you use and make sure you hand them in.

If you finish the exam early use the rest of your time to check through the paper in case you think of things to add to your answers.

Your exam paper will be collected by the invigilators before you leave the exam room. You should stay silent while you are in the room unless you need to speak to an invigilator.

Make sure you leave all stationery you have been given for the exam in the exam room.

Can I go to the toilet during the exam?

You will only be allowed to leave the exam room to go to the toilet if you have a toilet pass - raise your hand and sit in silence until an invigilator comes over to you to escort you. You will be asked to remove your blazer and show the invigilator that you have nothing in your pockets.

How do I know how long each exam is?

The length of each exam is shown on your exam timetable and on the board in the exam room. It will also be on the front of your paper. The invigilator will write on the board what time the exam is due to finish and there will be a clock in the exam room. A 5 minute warning will be given before the end of the examination.

Results information

Being notified of exam results

Results will be available for collection on results release days in August. You will be given a letter that tells you what date results day is and the time to attend.

Senior members of staff will be available for you to speak to on results day along with the Exams Officer.

If you want someone to collect your results, you must inform school beforehand and your nominated person must bring a signed letter confirming you have given permission. You will also receive an email with a link to your results.

Enquiries about results (EAR)

If you think there has been a problem with your results please speak to either your teacher, a member of the SLT or the Exams Officer and they will be able to advise you on what you should do.

The post results services offered are; - a review of results, appeals and access to scripts.

Requests for post-results services must be made through school, not directly with the exam board. You will be informed of deadlines, fees and other charges for these services on results day. Written consent must be provided.

Collecting certificates

For year 13 leavers, you will be invited to come to collect your certificates from Thornleigh 6th form in December. For Year 11 leavers, if you attend Thornleigh 6th Form you will be given your certificates by your form tutor, for those attending other colleges you will receive a letter advising you of the arrangements to collect your certificates.

If you lose your certificates you can only get replacement ones from the awarding bodies that issued them. You will need to apply directly to them, provide proof of

identity and pay a fee. To avoid this please collect your certificates and keep them safe. Certificates are retained by the centre for one year after which time they are posted to the address we have on our files at your own risk.

Frequently Asked Questions

What do I do if I think I have the wrong paper?

If you think there is something wrong put your hand up to speak to the invigilator.

What is the school centre number?

The centre number is **32135**. This will be displayed in the exam room.

What do I do if I have an accident or I'm ill before an exam?

Contact school as soon as you can so we can advise you what to do.

What is special consideration?

Special consideration is when marks are adjusted for an exam candidate after an exam has been taken. This is applied for by the school where necessary and where there is good reason. Candidates who are fully prepared for the exam and have attended school regularly for the lessons could be allowed this if something happens around the time of the exam which means that their work on the day is affected (e.g. illness, accident or injury, death of a close relative, crisis at home, etc.). The Exams Officer must be informed straight away of anything that will affect your performance in your exams so that an application for special consideration can be made in time.

What if I feel ill during the exam?

Put your hand up to tell the invigilator and they will assist you as needed. You should also tell them if you feel ill as you are going into the exam.

If I'm late can I sit the exam?

If you know you are going to be late please inform the school office as soon as you know you're running late. Depending how late you arrive, you may be able to still sit the exam. If you are very late the awarding body might not accept your work.

If I miss an exam can I take it on another day?

No. The awarding bodies set the dates for each exam and you must attend on the date and time they set.

What can I take into the exam room?

Only items that are specified on the front of the exam paper. If you take items in to an exam that are not allowed you might be disqualified from that exam paper, and possibly others as well.

Bags are not allowed to be at your desk during an exam – they should be left in the changing rooms or where directed by the invigilator.

You are not allowed mobile phones, mp3 players, any watches, smart glasses, or any other electronic devices that could store data on them. If you are found with one of these in an exam this will be reported to the exam board and you may lose your marks.

What happens if my phone rings in an exam?

We have to tell the exam board and you may be disqualified for the whole of that subject. To avoid this make sure your mobile phone is switched off (including switching off any alarms).

What happens in the event of an emergency in the exam room?

The invigilators will tell you to stop writing and to close your answer booklet. If your room needs to be evacuated then you will then be directed out of the exam room via the nearest exit. You need to line up on the yard as directed.

Who is the invigilator?

The invigilator is the member of staff who is supervising you in the exam room. At Thornleigh we use external invigilators that are trained annually by the Exams Officer. The invigilators make sure that you have everything you need to complete the paper. They are not allowed to explain any of the questions to you, advise you which questions to answer or tell you if your work is okay or not.

Exam Room Rules

1. Do not be late for your exam. *If you are late your work might not be accepted.*
2. Do not cheat, or let anybody else cheat from your work.
3. If you do cheat you could be disqualified from **all** of your GCSE subjects.
4. Only take allowed items into the exam with you. Any pencil cases must be see-through.
5. You are not allowed to take any notes into the exam room with you. Also you are not allowed to take any technological devices in, such as iPods, mobile phones, MP3/4 players, smart glasses, electronic storage equipment, and any other digital equipment that is web enabled. Watches of any kind are not permitted.
If you are found with any of these on you, or in your pocket, you could be disqualified even if you are not intending to use it.
6. Water is allowed in an exam room. Please make sure the bottle is clear and free from labels and writing.
7. You are not allowed to use correcting pens or fluids/tapes (e.g. tippex), erasable pens, highlighters or gel pens in any of your **answers**.
8. You **must not** write inappropriate, obscene or offensive things on your exam paper.
9. Do not try to communicate with or disturb any other candidates in the exam room.
10. If you leave the exam room before the exam has finished you will not be allowed back in unless you have been supervised all the time.
11. Do not try to borrow anything from someone else sitting the exam while you are doing the exam.

Things to Remember

- Make sure you know the dates and times of all your exams
- Arrive at school at least 15 minutes early for your exams
- If you arrive late you must go straight to the exam room and speak to the person in charge
- If you arrive more than an hour after the exam board's starting time you might not be allowed to sit the exam
- Only take what you will need into the exam
- Write in black ink. The front of your paper will tell you what other equipment you are allowed to use, if you are not sure.

Tell the Invigilator as soon as possible if:

- You have the wrong exam paper
- There is some equipment that you are allowed but haven't been given (e.g. Dictionary/thesaurus)
- The question paper is badly printed and you can't read it
- You have a problem and don't know what to do
- You are ill
- You need more paper
- You feel like there is any reason that you can't do your best on the exam day

Information for candidates

Using social media and examinations/assessments

While we like to share our experiences online, when it comes to exams, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
Don't be caught out by scammers selling fake exam papers

Information for candidates

Coursework assessments ©JCQCIC 2024

Effective from 1 September 2024

This document tells you about some things that you must and must not do when you are completing coursework.

When you submit your work for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you must ask your teacher.

In some subjects you will have an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

You can demonstrate your knowledge and understanding of a subject by using information from sources or generated from sources which may include the internet and AI. Remember, though, information from these sources may be incorrect or biased. You must take care how you use this material - you cannot copy it and claim it as your own work.

The regulations state that:

'the work which you submit for assessment must be your own';

'you must not copy from someone else or allow another candidate to copy from you'.

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called 'referencing'. You must make sure that you give detailed references for everything in your work which is not in your own words.

A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example:

(Morrison, 2000, p29).

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example:

<http://news.bbc.co.uk/>

onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2025.

Where computer-generated content has been used (such as an AIChatbot), your reference must show the name of the AI bot used and should show the date the content was generated. For example:

ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2025. You must submit a copy of the computer-generated content with your work for reference and authentication purposes.

You may be required to produce a bibliography at the end of your work. This must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

If you copy the words, ideas or outputs of others and do not show your sources in references and a bibliography, this will be considered as cheating.

If you receive help and guidance from someone other than your teacher, you must tell your teacher. They will then record the nature of the assistance given to you.

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they must not give you direct advice on what should or should not be included.

If you worked as part of a group on an assignment, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You must meet the deadlines that your teacher gives you. Remember – your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Don't leave it lying around where your classmates can find it. Don't share it with anyone, including posting it on social media. You must always keep your work secure and confidential. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Don't be tempted to use any pre-prepared or generated online solutions and try to pass them off as your own work – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

Preparing your coursework – good practice

Plagiarism

Plagiarism involves taking someone else's words, thoughts, ideas or outputs and trying to pass them off as your own. It is a form of cheating which is taken very seriously.

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned – they may have read the source you are using, or even marked the work you have copied from!
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources. They can detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

If it is discovered that you have broken the rules, one of the following penalties will be applied:

- you will be awarded zero marks for your work;
- you will be disqualified from that unit for that examination series;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK