



The Radclyffe School
"Working Together for Excellence"



THE RADCLYFFE SCHOOL

Centre Number – 33103

EXAMS INFORMATION BOOKLET

Summer 2025

A copy of this booklet can also be found on the school website

Introduction

This booklet has been designed to help you as much as possible during the GCSE examinations. If you know what you are doing and are fully prepared, you will feel much better about the exams. If you need any more information, please contact Mr Iqbal (Examinations Officer).

Unless alternative arrangements have been made; all exams will take place in the Sports Hall starting at the following times:

- Morning examinations start at 9.00am
- Afternoon examinations start at 1.30pm
- Go to the Dance studio 15 minutes before the start time of your exam

Full school uniform must be worn correctly during all exams.

Know the date and times of all your exams. Use your individual timetable which shows start times and seat numbers for each of your exams.

Do not go into the exam room without knowing where you are sitting – the invigilators will not tell you

If you have a clash, it will have been sorted out on your individual timetable. If the exam has been moved from morning to afternoon or vice-versa you will be under the supervision of an invigilator at all times, including over lunch time. **Make sure you bring your lunch with you as you will not be allowed out of the exam room.**

Be on time for all your exams, if you arrive late, go straight to the exam room and report to the invigilator. **If you arrive one hour after the scheduled start of the exam your exam paper will not be accepted by the exam board.**

If you are unable to attend because of illness you must phone school and speak to Mrs Iqbal. You will need a letter from your Doctor dated the day of the exam to explain why you were unfit to take your exam.

Make sure you know the rules

Electronic devices and wristwatches (this includes mobile phones, smart watches and earphones) are strictly forbidden in the exam room. If you have a phone or watch in your possession during an exam the school will report it to the exam board and they **will consider it to be malpractice and will cancel your paper.** If the incident is serious they may also cancel every paper you have taken with the exam board. If you bring your phone, watch or earphones to school, you **MUST** hand it in to the invigilator as you enter the exam room – please ensure your phone is switched off.

You must not talk, turn around or disturb other students when you are in the exam hall; this could lead to you being disqualified from all your exams. If you have a problem, put your hand up and an invigilator will come and see you.

You must not bring in any other unauthorised material. You must not write or sketch inappropriate, obscene or offensive material. You may receive a penalty or possible disqualification.



Bring what you need for the exam

Know your candidate number – you will need this for EVERY exam.

You **must** write in black ink. Coloured pencils/pens may only be used for diagrams, maps, charts etc unless the instructions on the front of the question paper says otherwise.

It is your responsibility to bring the equipment you need for your exams. Equipment will not be provided unless in a genuine emergency. You will need black pens, pencils, eraser, coloured pencils, ruler, protractor, compass and a working calculator without a lid. You may have a clear pencil case. Nothing else will be allowed on your desk.

If you need to bring a bottle of water into the exam room, this must be in a clear plastic bottle with all labels removed. Any other food or drinks are not allowed in the exam room.

Exam Instructions

Once you enter the exam room you must go straight to your seat and not speak or attempt to communicate to any other student.

You **MUST NOT** write anything on your answer booklet until told to do so.

Listen carefully to the instructions in the pre-exam announcement.

On your desk will be an examination card which has all the details you need when completing the front of your answer book, including your candidate number and centre number. This card is also used for identification purpose so you must not alter or remove the card from your desk.

Do not open your exam paper until told to do so when the exam begins.

Tell the invigilator immediately if you think you have not been given the correct question paper.

Remember to write your answers within the designated sections of the answer booklet. Do any rough work on the proper exam stationery. Cross it through and hand it in with your answer booklet. If you need any additional answer booklets please ensure that you put your name and candidate number on all books and sheets that you use.

Put your hand up during the exam if:

- You have a problem (e.g. another student distracting you)
- You do not feel well
- You need more paper
- Your desk is unstable

You **MUST NOT** ask the invigilator, and you will not be given, any explanation of the questions.

If you need to leave the exam room due to illness, you must raise your hand and wait for an invigilator to escort you. You must leave quietly so as not to disturb other candidates and you must not attempt to communicate with other candidates in any way.

You **WILL NOT** be allowed to leave the exam room:

- to go to the toilet unless you have a medical pass issued from the medical room
- early, because you have finished - so, do not ask!

End of Exam

When the exam has finished you must remain silent and seated until all the exam papers have been collected. You will then be dismissed row by row to collect your belongings from the Dance Studio. You must not take from the exam room any stationery. This includes the question paper, answer booklets (used or unused), rough work or any other materials provided for the exam.

You must leave the exam room in complete silence as others may still be working

Exam regulations are in force from the moment you enter the exam room and remain so until you have left the room.

Fire Alarm

- If the fire alarm sounds during an examination, do not panic, the invigilators will tell you what to do.
- If you have to leave the exam room you MUST NOT communicate with anyone.
- You will be taken to the designated meeting point
- Please leave EVERYTHING on your desk – make sure you close your answer booklet.
- When you return, DO NOT start writing until you are told to do so.
- You will still get the full working time for the examination and a report will be sent to the exam board informing them of the interruption.

Contingency Day

The exam boards have designated **Wednesday 11th June 2025 PM** as a "Contingency afternoon" and **Wednesday 25th June 2025** as a "contingency day" for examinations which may be used by the examination boards in the event of national or significant local disruption to examinations.

Students MUST remain available until Wednesday 25th June 2025 should an examination board need to use that date.

After the Exams

GCSE results will be available to collect from school at 9am on Thursday 21st August 2025

Information on Post results service will be emailed to all students at the end of the examinations

Results cannot be given over the telephone.

If you cannot collect your results in person you can:

- Leave a stamped addressed envelope with Mr Iqbal
- Arrange for a relative to collect your results on your behalf. They must have a letter of authority signed by you.

Certificates will be handed out at Presentation Evening.

Good luck in your exams!!!