

# Wallingford School

## Year 11 Exam Guide 2025



## **Exams Information Booklet**

The next few months will be quite a busy time for many of you. We have produced this booklet to answer some of the questions you might have:

- What should I do?
- Where should I be?
- Who should I see?

Please keep this booklet safe and refer to as needed.

## **Staff Information**

Mrs Burtenshaw & Mrs Wilson – Exams Office

Ms Walker – Head of Year 11

Ms Mummery - 6th Form Entries

Ms Ward – Careers advice

Ms Ward - College Applications

These applications should be completed as soon as possible. If students require any advice or support with these they should contact our Careers Adviser, Mrs Ward, on [wardt@wallingfordschool.com](mailto:wardt@wallingfordschool.com)

## **Important information**

School Centre Number - 62451

School Telephone Number – 01491 837115

**My Candidate Number –**

**Date of my first Exam –**

**Date of my last Exam –**

If you have any concerns or questions about your exams you can contact the Exams office by email – [exams@wallingfordschool.com](mailto:exams@wallingfordschool.com).

### **Exam dates**

The first written exam is on Tuesday 6th May

The last written GCSE exam is on Wednesday 18th June

### **Contingency Day – Wednesday 25<sup>th</sup> June**

In the event of national disruption to a day of examinations in summer 2025, the awarding bodies will liaise with the qualification regulators and government departments to agree the most appropriate option for managing the impact. As a last resort the affected examinations will be rescheduled. Although every effort would be taken to keep the impact to a minimum, it is possible that there could be more than one timetable date affected following the disruption, **up to and including the contingency day**. Where candidates choose not to be available for the rescheduled examination(s) for reasons other than those traditionally covered by special consideration, they will not be eligible for enhanced grading arrangements.

There is one contingency afternoon also on the exam timetable: Wednesday 11<sup>th</sup> June. This should also be kept free just in case of an exam having to be re-scheduled.

### **Study Leave & Attendance**

There is no Study Leave.

Lessons continue as normal **until Friday 6<sup>th</sup> June**

Until Friday 6<sup>th</sup> June, all students are expected to be in school, following their normal timetable, unless they are in an exam or in an additional revision session.

From **Monday 9th June** students are expected to be in school for lessons that they still have exams for or the revision sessions for lessons that they still have exams for.

**If you are unable to be in school for an exam you must let the school and the exams office know as soon as possible.**

- Unlike the mock exams, **it is not possible** to re-timetable an exam at a different time or day
- If you arrive late, you must report to reception before going to your exam
- You will be asked for a medical letter for any exams you have missed due to illness
- If you miss an exam without good reason we may ask you to pay the exam entry fee (minimum of £40 per subject)

## **Your Examinations**

The majority of your exams will be held in the Sports Hall.

The exceptions are:

Languages Listening and Reading exams

Music

Computer Science (Paper 2)

## **Please check the seating plans carefully for these exams**

Students with Access Arrangements **other** than Extra Time will need to gather outside the Exams Office to be registered before going to your exam room

- All morning exams start at **8.50am**
- All afternoon exams start at **1.15pm**. Please be aware that some of the **afternoon exams may finish after the end of school**, therefore you will need to make sure you can get home safely
- Please arrive in good time for your exam
- You must wear school uniform
- Seating plans will be displayed on the window of the Sports Hall. Please check these regularly as they are subject to change.
- A card with your name and candidate number will be put on your desk before the exam. Please **do not** mark this card in anyway and please do not remove it from the exam room
- You must use your **legal first and surname** on your exam paper (do not use preferred or shortened names)

## **Equipment**

You will need the following equipment for your exams:

- Black Pens
- Pencil
- Ruler
- Calculator
- Protractor
- Pair of Compasses

**These must be in a clear pencil case or bag**

Please bring these items yourself, as we have only a few of these items to hand out.

You are allowed to have a bottle of **water (only)** in the exam room this must be in a clear bottle with the label removed, preferably with a sports top.

### **What you should not bring into the exam room**

1. A mobile phone/any electronic device
2. A wristwatch of any kind
3. Air Pods, earphones, earbuds
4. Fidget toys
5. Revision notes or guides
6. Any kind of note paper
7. Blue Pens (you must use a black pen)
8. Food
9. Tissues (we will provide these)

**Mobile phones** or similar electronic devices (including iPod, MP3/4 player, memory sticks, Smartphone, Smartwatch)

**The penalties for bringing any of these items into the exam room are as follows:**

Item not in the candidate's possession but makes a noise in the examination room –

1. candidate will receive a warning

Item in the candidate's possession but no evidence of being used by the candidate  
the penalty could be either –

1. loss of marks,
2. loss of all marks gained in a component;
3. loss of all marks gained for a unit;

Item in the candidate's possession and evidence of being used by the candidate the  
penalty could be either –

1. disqualification from the unit;
2. disqualification from all units in one or more qualifications taken in the series;
3. disqualification from the whole qualification;
4. disqualification from all qualifications taken in that series;
5. barred from entering for examinations for a set period of time

## **Malpractice**

Apart from the items listed for above you should be aware of what constitutes malpractice during your exams:

### **Breaches of Exam Conditions:**

- A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination rules and regulations
- Failing to abide by the conditions of supervision designed to maintain the security and integrity of the examinations
- Disruptive behaviour in the examination room or assessment session (including use of offensive language and disturbing others)

### **Exchange, obtaining, receiving, or passing on information which could be examination related (or the attempt to):**

- Verbal Communication (talking before, during and at the end of an exam)
- Communication (passing/receiving written communications during the exam)

### **Offences relating to the content of candidates' work:**

- The inclusion of inappropriate, offensive or obscene material in scripts (words or drawings).

Depending on the severity of these breaches of regulations, the sanctions will be as for mobile phones

### **Textbook Return**

- You will be given a book collection form to fill in with details of all the books you have. This must be completed and returned to your form tutor by the date on the form.
- You can return textbooks either to your class teachers before you leave school or on results day
- On results day, each department will have a table in the room. Put your books on the table and get a member of staff to check your book number and sign your form
- When all your books have been returned, see Ms Walker. Your form will be checked and signed
- If you have lost a book, or if you return it in poor condition, you will be asked to pay for a replacement copy
- If you cannot return your books on or before results day, you must arrange another time. In this instance, you can return them to the school office but make sure they are named
- Letters will be sent to parents of any students who do not return their books

If you have a locker, ensure it is empty and return keys to the school office before 6<sup>th</sup> June

Library Books must be returned before 6<sup>th</sup> June

### **Uniform & PE Kit**

- If you do not want to keep your uniform, and/or PE kit, please consider donating it to the school second hand supply. You can hand these into the school office.

### **Year 11 Celebration Day and Prom**

- This will be organised by Ms Walker; it will take place on Friday 9<sup>th</sup> May

### **Sixth Form Taster days – Monday 23<sup>rd</sup> & Tuesday 24<sup>th</sup> June**

- Please meet in the Sixth Form Common Room at 8.30am where you will be given a timetable for the day.
- These days will give you a chance to meet the teachers of the subjects you have chosen, to learn more about the courses and to do some preparatory work for the summer.
- No uniform required!

### **Founder's Day Celebration Evening – Thursday 26<sup>th</sup> June**

- All year 11 students and their families are invited and encouraged to attend.
- All year 11 students will receive a Certificate of Achievement, as well as any prize winners.
- Please wear full and correct uniform
- It is a really pleasant evening. It is about you and is the last time you'll come together as a group.

### **GCSE Results Day – Thursday 21st August**

- The Sixth Form Common Room will be open between 10am – 12pm
- Breakfast will be available from 9.30am

**If you are unable to collect the results yourself, you can do one of the following:**

1. Request to receive your results via email.  
You will need to email us at [exams@wallingfordschool.com](mailto:exams@wallingfordschool.com) from your **school email address** and we will email the results to your school email address (this will be at around lunchtime after we have given out the other results).
2. Ask someone else to collect your results for you.  
They will either need to bring a signed letter **from you** stating that they have your permission to collect your results or you must email us on [exams@wallingfordschool.com](mailto:exams@wallingfordschool.com) giving permission for someone to collect on your behalf.
3. Receive your results through the post.  
Leave a stamped addressed envelope with the Exams Office before you leave

### **Next Steps and Sixth Form Clinic – Friday 22nd August**

- All students wishing to join the Sixth Form will need to register with Sixth Form Staff on Results Day. Anyone unsure of next steps or needing to discuss options should attend the Sixth Form Clinic, to discuss and confirm course choices and options in the light of GCSE results.
- You will be given a time slot for this in your exam results envelope. Please try to stick to this to spread the meetings throughout the morning. Ms Mummery, the sixth form team or a member of the senior leadership team will meet with you between 9am and 1pm.
- If you can't make it to the clinic, Ms Mummery will be available for limited conversations on results day.
- Ms Mummery can also be emailed at [mummerya@wallingfordschool.com](mailto:mummerya@wallingfordschool.com)



## **Careers Guidance – Thursday 21<sup>st</sup> & Friday 22<sup>nd</sup> August**

- Our Careers advisor Ms Ward will be available to speak to you throughout the summer term and beyond. Ms Ward will also be in school to discuss options on the above dates.
- If you wish to email Ms Ward please contact her at [wardt@wallingfordschool.com](mailto:wardt@wallingfordschool.com)

## **Post Results**

During results day members of staff and senior leaders will be available immediately after the publication of results so that results may be discussed, and decisions can be made as to whether post results are required.

Post results could be:

**Clerical checks** - This service will include the following checks:

- that all parts of the script have been marked;
- the totalling of marks;
- the recording of marks.

The outcome of the clerical re-check will be reported along with a statement of the total marks awarded for each unit, or component, included in the enquiry.

**A review of Marking** – This is a post-results review of the original marking to ensure that the mark scheme has been applied correctly.

- A marking error can occur because of:
  - an administrative error;
  - a failure to apply the mark scheme where a task has only a 'right' or 'wrong' answer;
  - an unreasonable exercise of academic judgement.

This service will include:

- the clerical re-checks;
- a review of marking as described above.

## **Access to Scripts**

This is a request for copies of scripts to support reviews of marking.

Exam Boards will only accept requests for Post results from the school and not from candidates or their parents.

There will be a charge and deadlines for all of these post results, this information will be included in your results envelope

### **GCSE and A Level Certificates – Thursday 18<sup>th</sup> December**

- All certificates will be available for collection on **Thursday 18<sup>th</sup> December 2025 between 3.15pm & 4.15pm**. Please come to the Main Hall for these.
- If you are in the sixth form you are able to collect your certificates from the Exams Office during December.

If you are unable to collect them yourself, you can do either:

- Email us on [exams@wallingfordschool.com](mailto:exams@wallingfordschool.com) giving permission for a named person to collect on your behalf

Or

- Ask someone to collect on your behalf. They need to bring a signed letter from you stating that they have your permission to collect your certificate

Please keep your certificates safe, they are legal documents and you will need them when applying to colleges and for job interviews.



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