

# Wallingford School

## Year 13 Exam Guide 2025



## **A Guide to the Summer Exams – Year 13**

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, such as:

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

Please keep this booklet safe and refer to it as needed.

### **Who's who**

Mrs Burtenshaw & Mrs Wilson – Exams Office

Mr Harpin – Head of Year 13

Ms Mummary – Head of 6th Form & UCAS

Mrs Ward – Careers advice

### **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**

A Level exams start on Tuesday 13<sup>th</sup> May

The last written exam is on Friday 20<sup>th</sup> 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 are two additional Contingency afternoons on Wednesday 11<sup>th</sup> June.

## **Study Leave & Attendance**

### **There is no Study Leave.**

Lessons continue as normal **until the exams for that subject are finished**.

Until your exams are complete, all students are expected to be in school, following their normal timetable, unless they are in an exam or in an additional revision session.

Students do not have to attend morning registration, PSHE or study periods. However, you are welcome to study in school - please sign in with Mrs Hornsby/ Mrs Lutunatabua

Our celebration afternoon, on **Friday 2<sup>nd</sup> May**, is early due to exams so the next week is a normal week, but from **Monday 13<sup>th</sup> May** students are expected to be in school for lessons that they still have exams for or if there are special revision sessions available.

**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 take an exam at a different time or day
- If you arrive late you must report to reception before going to your exam
- You may 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. You need to leave your bags in the sixth form area/cupboard and gather in the old tennis courts behind the Sports Hall.

The exceptions are:

Languages Listening, Reading and Translation exams

Music

Media Studies (Paper 1)

### **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 will start at **1.15pm**
- You should arrive at the venue **10 minutes before** the start time. Please be punctual.
- 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
- 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
- Highlighters
- Ruler
- Calculator (if required for subject)
- 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 wristwatch of any kind
2. Air Pods, earphones, ear buds
3. Fidget toys
4. Revision notes or guides
5. Any kind of note paper
6. Blue Pens (you must use a black pen)
7. Food
8. Tissues (we will provide these)
9. **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

## **Book Collection**

It is really important that we are able to collect your books from you to use again next year. On Friday 20<sup>th</sup> June between 10.40 and 11.40 we will be holding a Books for Books Day where you exchange your text books and calculators for the Year Book. This includes any text books from your subjects, any Library books and calculators etc.

- Our budget depends on students returning books in good condition so that they can be given out to the next cohort. Please save us time and money by bringing your books back at this time.
- Letters will be sent out to students who do not return their books.
- Please email [sixthform@wallingfordschool.com](mailto:sixthform@wallingfordschool.com) if you are unable to drop off your books on the book collection day.

### **Year 13 Celebration Afternoon and Ball**

- Celebration Afternoon will take place on **Friday 2<sup>nd</sup> May**.
- We are celebrating the end of you time at Wallingford School at the Leavers' Ball on Monday 23<sup>rd</sup> June - emails have been sent out to confirm the arrangements for this.

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

- Whilst our Founder's Day celebrates all students who have concluded their studies at Wallingford, the focus is on providing an opportunity for all of Year 11 to attend, which fills the Sports Hall. However, Year 13 prize-winners and the Student Leadership are invited to represent the outgoing Year 13.

### **KS5 Results Day – Thursday 14<sup>th</sup> August**

- The Sixth Form Centre will be open between 8.00am – 11.30am
- Breakfast will be available from 8.00am
- Staff will be available to help with Clearing in order to secure a university place.
- Please see a member of Sixth Form Staff to let us know your next steps, or if you need some help with university places/next steps. This is particularly important if you have not secured the university place you were hoping for – **we can help!**

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

1. 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 them 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. Leave a stamped addressed envelope with the Exams Office before you leave

## **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.

It is important that you stay in school and ask for help if your results are not what you expected. We can help you with clearing, contacting universities and employers. The sooner we can help the better.

If your university place is at risk due to your results then a request will need to be discussed and applied for on a priority basis.

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.



## **Career Guidance**

Our Careers adviser, Mrs Ward, will be available to speak to you before and after your results. We are keen to support you onto your next steps and if you need a reference in future, please contact Sixth Form staff so that we can help you.

- If you wish to email Ms Ward please contact her at [wardt@wallingfordschool.com](mailto:wardt@wallingfordschool.com)
- If you wish to contact Sixth Form then please email [sixthform@wallingfordschool.com](mailto:sixthform@wallingfordschool.com)

## **Drop in Clinic – Friday 15<sup>th</sup> August**

- Ms Mummary will be in the sixth form office from 9am – 11am on Friday 15<sup>th</sup> August if you require any further help or support.

## **Certificates – Thursday 18<sup>th</sup> December**

- Will be available for collection on **Thursday 18<sup>th</sup> December between 3.15pm & 4.15pm**. Please come to the Main Hall for these.

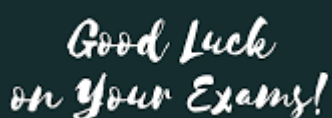
If you are unable to collect them yourself, you can do either:

- 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.



*Good Luck  
on Your Exams!*



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