William Edwards School



Student Exam Handbook 2026

Year 11 November Mock Examinations

(Based on JCQ regulations)

Read all the following pages carefully they contain lots of useful general information as well as specific guidance to:

1. Help you prepare thoroughly **before your exams** start,

2. Ensure you know all the rules and regulations to follow **during your examinations.**

3. Understand when and how you will get the **results of your examinations.**

Please see your subject teachers for detailed arrangements of practical exams and speaking tests. Detailed information about some of these examinations was not available when this booklet was written. The coming weeks are very important ones for you. If you are unsure of any of the details contained in this booklet - **PLEASE ASK!**

BEFORE YOUR EXAMS

REVISION

Start your revision early and follow a sensible revision timetable to ensure that you are well prepared for your exams. Follow the advice contained in the 'Revision Guide' section later in this booklet.

EXAM TIMETABLE

Carefully check your personal timetable. Note the dates, times and venues of all your examinations and especially whether they are a before break or an after-break exam. If there are any errors on your timetable, please notify the Examinations Office immediately. Examinations can only be taken at the time and on the day given in the timetable. Misreading the timetable will not be accepted as a satisfactory explanation for lateness or absence. There will also be exam noticeboards that will display the examination timetable.

CLASHES

You will be informed if you have an examination clash with two exams due to take place at the same time, this will be shown on your personal timetable. Candidates in this position will follow their personal timetable and must be supervised between each session. You will not be allowed your mobile phone during the supervised periods.

START TIMES

Monday examinations start at 08:50am 10:45am and 13:10pm

Tuesday – Friday examinations start at 08.55am and after break exams start at 11:20am.

You must be at the examination venue at least five minutes before the start time. Make sure that you are well prepared and organised before every examination.

VENUES

Examinations will take place mainly in the Girls Gym; PAC; S14; S15; S16; O11; and the TTSA. In addition, some smaller venues may be used. Please check your individual examination seating plans and general seating plans (located in the blue undercover area) for the most up to date information. Allow enough time to find the correct venue.

SEATING ARRANGEMENTS

You will be allocated a desk for each exam. Check your personal exam sheet or the seating plan displayed on the outside the examination room. Under no circumstances are you allowed to change the seating arrangements without the permission of the Exams Officer.

ABSENCE FROM EXAMINATIONS

If you are ill on the day of an exam, please contact the school immediately on 01375 486000 as per the school attendance procedure.

For the actual GCSE examinations, you would need to produce a doctor's certificate to the Examinations Office within two days of the examination. Application to the Awarding Body can then be made for special consideration. The Awarding Body will only consider giving special consideration for missed examinations for bereavement, accident or illness, backed by a doctor's certificate. Misreading the timetable will not be accepted as a satisfactory explanation for the absence. You will be charged the exam fee for failing to attend an examination.

LATENESS

If you know you are going to be late, phone the school as soon as possible on 01375 486000 as per the school attendance procedure. If you arrive late, you may be allowed into the exam, however, in an official exam any lateness must be reported to the Awarding Body, and it is at their discretion whether they will mark the script. Exam boards will not accept excuses like 'the pupil slept in' or 'missed the bus'. Again, this will mean you may have to pay the examination fee.

DURING YOUR EXAMS

EQUIPMENT

Bring your own writing instruments (including a spare pen) and any other equipment required for the exam (pencil, ruler, set square, protractor, compass, eraser and sharpener).

You must write in black ink. Coloured pencils may only be used for diagrams. Only transparent / see through pencil cases are allowed.

Do not use Tippex or any other correcting fluid. If an error has been made a neat crossing out using a ruler is recommended as best practice.

Calculators - are only allowed in certain examinations. Your subject teacher will advise you. If you use your own calculator, you must:

- Make sure it is a calculator that is allowed in the exam room (Check with your teacher)
- Make sure it works properly; check that the batteries are working.
- Clear anything stored in it.
- Remove any parts such as cases, lids or covers which have printed instructions or formulas.
- Do not bring into the examination room any operating instructions or prepared programs.

UNIFORM

All candidates are required to wear full school uniform when attending school during the exam period. Failure to do so may result in the candidate being refused entry to the examination. In this case, the candidate would be required to pay for the examination.

DRINKS

You are allowed to bring into the examination room a small clear plastic bottle of water without any labels for your own personal use during your examination. We recommend that you do this; the brain needs to be hydrated to work to its' full potential. You are not allowed to bring any food into an exam.

TOILET BREAKS

There will be no toilet breaks allowed for any examinations of 1hour and 30 minutes or less unless there is a medical reason. No toilet breaks are permitted during the first 75 minutes and the last 10 minutes of an examination.

ROUGH WORK

Rough paper is not provided; any rough work should be done on your answer paper and then neatly crossed out using a ruler.

GRAFFITI

Please do not mark or deface your desk or name label/card. At the end of each examination before you are dismissed, each desk and name label/card will be checked by staff for graffiti and pupils who have done so will be sanctioned.

RULES AND REGULATIONS

It is your responsibility to familiarise yourself with the enclosed copy of the Awarding Bodies' regulations 'Warning to Candidates'. A copy of this notice will also be displayed outside the examination venue.

You must always be silent during an examination, including when entering and leaving the examination room. Should you require any assistance, please raise your hand clearly and wait for the invigilator to attend to you. Once you have entered an examination room, you are not allowed to leave unescorted until the conclusion of the examination.

No candidate is allowed to leave the examination room without the permission of the invigilator.

Question papers, answer booklets, additional paper and all rough work must not be taken from the examination room. All the Awarding Bodies make it clear that: Their official examination sessions must be run under strict and fair conditions, with no form of deception – this rule severely excludes any form of communication between students during an examination as well as any other practice that could be seen as an attempt to deceive.

ALL CANDIDATES MUST FACE FORWARD AND NO COMMUNICATION IS ALLOWED BETWEEN CANDIDATES DURING THE EXAM

You may take into the examination room only the materials and equipment which are allowed. You must not take into the examination room any unauthorised materials or equipment (For example: calculator cases/instruction leaflets, bags, opaque pencil cases, personal stereos, electronic or radio communication devices, including mobile telephones). Bags may be left at the front/back of the room. Please do not bring valuables with you when you have examinations, the school accepts no liability for items of value (e.g. money) which are left in bags.

MOBILE PHONES

Candidates are not permitted to have a mobile phone in their possession or left in a bag during an examination. All mobile phones must be switched off and handed in to the staff invigilating on entry into the room for safe storage before the start of each examination. The penalty for having a mobile phone in your pocket or bag or having a mobile ring during an examination is severe and could result in disqualification from all your subjects.

WATCHES

No watches of any kind should be taken into the exam room. They are strictly prohibited and must be handed in to the staff invigilating on entry into the room for safe storage before the start of each examination. There are clocks visible to all candidates in all exam rooms, and any alarms are both unnecessary and distracting to other candidates.

CHEATING

Candidates caught cheating in examinations, including using unauthorised aids, copying from and communicating with other candidates, will be reported to the Awarding Bodies. Penalties include disqualification from all examinations and payment of exam fees.

PROCEDURE IN THE EVENT OF A FIRE ALARM

In the event of the Fire Alarm sounding, you should remain seated and continue working whilst staff check whether it is a false alarm. If the alarm is legitimate and the venue must be evacuated, you must close your answer booklets and place face down on the desk. You will be informed to evacuate immediately to the specified area, leaving everything on the desk. You will remain under exam conditions; therefore, you must not talk to any other candidates inside or outside of the building. A decision will be made by the Head Teacher/Exams Officer as to whether the examination should be recommenced following such a disturbance.

ACCESS ARRANGEMENTS

Where a candidate has been granted extra time, or the use of specific equipment for an examination, we strongly advise that these are utilised to their full extent as it could make a positive difference in the final grade.

REVISION GUIDE

Resources

Past papers and mark schemes are available on the school website under the 'Exams and Assessment' section as well as subject specifications and revision guidance.

The William Edwards school website address is:

https://williamedwards.org.uk/

The websites for the 4 main Exam Boards are useful sources of information and guidance. They are as follows:

AQA www.aqa.org.uk

Edexcel www.edexcel.org.uk

OCR www.ocr.org.uk

WJEC https://www.wjec.co.uk/

Here are some tips which may help you during your revision for exams:

- If you feel it will help you, set a revision timetable, revising certain subjects at certain times.
- If you feel the need for silence while revising, try to make this possible.
- If you like to work to music, get some headphones and listen to your favourite album whilst you work. Try to listen to something that is familiar and "one of your favourites" - this will help

to put you in a positive frame of mind during your revision - it can also reduce the risk of distraction, under the right circumstances.

- Make sure you have a break from revision - try to arrange things so that you have a "day off" revising. This will mean when you re-start your revision, you will be a little fresher.

- Try to revise one section of notes, or one set of topics together.

- If you have trouble with specific details of topics, at least try to understand the topic generally and try not to get too bogged down with details. If you just choose to "ignore" topics, you may be limiting your options too much when it comes to answering questions - try to gain a broad understanding, as this is often sufficient to answer most or part of a question (Quite often, details are supplied anyway - you just have to tie them together).

Revision – Techniques

Try to develop your own technique for revision. Different techniques work for different people and depending on the type of subject being revised, some techniques are more suitable than others. Here are some:

- Read and memorise.

- Summary notes - short version of main notes.

- List of keywords for each topic covered, which can act as "triggers" for other ideas.

- Some kind of diagrammatic representation of notes can be helpful.

- Revise with a friend - if possible, exchange ideas during revision - this can be very helpful to both people in understanding topics and building confidence.

- Questions and Answers - get a friend to ask you specific questions about topics and think up questions to ask your friend. This will test and help to build your own understanding.

- Make up a set of revision cards - with one main topic per card, each topic listing ideas or information for this topic. You can carry these cards with you and, if you choose, get them out and revise whilst a passenger in a car or on the bus, or when queuing somewhere**. A pack of 100 revision cards A6 size can be purchased for 50p from the Reprographics department.**

- If possible, ask your teacher or tutor to revise topics you are unsure about and try to get the tutor to help you to fully understand the topic.

Exam Preparation

Try not to treat the exam as anything other than a normal school day. Try to follow your normal routine as this will help you relax.

Try to think that at least after the exam, you can relax and won't have to do any further revision - this will help you relax before the event too.

Get a good night's sleep - do not stay up till "all hours" revising unless you feel this is vital. A final review of topics and a review of your "strong" and "weaker" areas would be best. Take sufficient pens / pencil, rubber ruler etc. Relax!

Before the Exam

Try not to stress

- Make sure you arrive in plenty of time.

- Make sure you listen very carefully to instructions that are given or any announcements that are made. If anything is unclear, ask questions before you start as this may save you a great deal of time later.

- Make sure that you have everything necessary - question paper, answer papers, additional sheets etc. Ask the invigilator if something appears to be missing. The Exams

- Read all the paper and all the instructions carefully - check that you know exactly how many questions you must answer and carefully note any constraints such as "Answer 1 question from each section" or "Answer 2 questions from Section A and 1 question from Section B" etc.

- "Speed Read" the paper to get an idea of what questions are in it but then later read more carefully.

- Read each question carefully and thoroughly and make sure you understand what it is asking. Read all parts of the question before deciding whether to answer it.

- Try work out how much time you will need to answer each question but allow some time for reading / checking at the end of the time.

- Try to write neatly.

- If you are doing mathematical questions always show your working. Simply stating an answer will not get full marks. If you get a question partially correct, and have shown your working, you may be given some marks.

- Relax as much as possible and try to think clearly and keep confident.

- In each question, concentrate of what you do know rather than what you don't know.

- Use what you know to maximum effect but remember to ANSWER THE QUESTION.

- Do the questions you feel most confident about first (it rarely matters which order you answer questions in). This will help to build your confidence, and you may find yourself remembering more things.

- Keep thinking positive and do the best you can. Just answer as much as you can.

- Remember to check the back page of your exam paper sometimes there are further questions.

Relax!

Joint Council for Qualifications

Instructions for Conducting Examinations

Appendix 5 Information for candidates for written examinations – effective from 1 September 2020

This document has been written to help you.
Read it carefully and follow the instructions.

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A. Regulations – Make sure you understand the rules

1 Be on time for all your exams. If you are late, your work might not be accepted.

2 Do not become involved in any unfair or dishonest practice during the exam.

3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.

4 You must not take into the exam room:

(a) notes;

(b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.

Any pencil cases taken into the exam room must be see-through.

Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

5 If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.

6 Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.

7 Do not talk to or try to communicate with, or disturb other candidates once the exam has started.

8 You must not write inappropriate, obscene or offensive material.

9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.

10 Do not borrow anything from another candidate during the exam.

B. Information – Make sure you attend your exams and bring what you need

1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.

2 If you arrive late for an exam, report to the invigilator running the exam.

3 If you arrive more than one hour after the published starting time for the exam,you may not be allowed to take it.

4 Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.

5 You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spell-checkers

1 You may use a calculator unless you are told otherwise.

2 If you use a calculator:

- **(a)** make sure it works properly; check that the batteries are working properly;
- **(b)** clear anything stored in it;
- **(c)** remove any parts such as cases, lids or covers which have printed instructions or formulae;
- **(d)** do not bring into the exam room any operating instructions or prepared programs.

3 Do not use a dictionary or computer spell checker unless you are told otherwise.

D. Instructions during the exam

1 Always listen to the invigilator. Always follow their instructions.

2 Tell the invigilator at once if:

- **(a)** you think you have not been given the right question paper or all of the materials listed on the front of the paper;
- **(b)** the question paper is incomplete or badly printed.

3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.

4 When the invigilator tells you, fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.

5 Remember to write your answers within the designated sections of the answer booklet.

6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.

Make sure you add your candidate details to any additional answer sheets that you use for rough work.

E. Advice and assistance

1 If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.

2 Put up your hand during the exam if:

(a) you have a problem and are in doubt about what you should do;

(b) you do not feel well;

(c) you need more paper.

3 You must not ask for, and will not be given, any explanation of the questions.

F. At the end of the exam

1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.

Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.

2 Do not leave the exam room until told to do so by the invigilator.

3 Do 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.

This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.

Exam Signs

JCQ CIC

AQA City & Guilds CCEA OCR Pearson WJEC

NO MOBILE PHONES
WATCHES
MP3/4 PLAYERS

NO POTENTIAL TECHNOLOGICAL/WEB ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

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Warning to candidates

AQA	City & Guilds	CCEA	NCFE	OCR	Pearson	WJEC



1
You **must** be on time for all your examinations.

2
Possession of a mobile phone or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the examination or qualification.

3
You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

4
You **must** follow the instructions of the invigilator.

5
You **must not** sit an examination in the name of another candidate.

6
You **must not** become involved in any unfair or dishonest practice in any part of the examination.

7
If you are confused about anything, only speak to an invigilator.

The *Warning to candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

WATCHES

WATCHES ARE NOT ALLOWED IN THE EXAM ROOM.

