



# Examinations 2024/2025

## Guidance for Students, Parents and Guardians

**Centre Name: The Oswaldtwistle School**

**Centre number: 47206**

# Introduction

At The Oswaldtwistle School, it is our aim to ensure that candidates are as secure and comfortable as possible in the stressful conditions of Examinations.

Preparation is the best way to reduce stress. This booklet should help in the preparation for the Examinations. Please read it carefully and share it with your parents/guardians so that they are also aware of the regulations and procedures which follow in the event of any problems occurring.

The Examinations are National Examinations, overseen by the Joint Qualifications Council. The students and the school must follow the Regulations set by them. If candidates do not follow the guidelines, their examination paper could be cancelled by the Examination Board.

In particular you must read and carefully follow the instructions in the Notice to candidate sheet which is printed at the back of the booklet.

If you or your parent's need any help or advice please do not hesitate to contact school. If the question is about a particular subject, the subject teacher will be able to help. If the query is about the organisation of exams, the timetable or a more general question please contact the Examinations Officer.

**Headteacher** – Mrs S. McKenna

**Examinations Officer** – Mrs A. Wild

**Ext.** 2002

**Email:** [exams.admin@oswaldtwistle.org](mailto:exams.admin@oswaldtwistle.org)

**Deputy Headteacher/Exams** – Mr J. Doran

**Special Educational Needs Co-Ordinator** – Ms S. Gregory

**Tel:** 01254 231553

We will always try to help you!

## Useful terminology for Examinations

**Statement of entry/Timetable** – A list of the subjects and levels they have been entered for.

**Examination Boards** AQA, Edexcel, OCR & WJEC are the examination boards that The Oswaldtwistle School generally use. All these Boards have websites which you can access for further information and past papers.

**Candidate Names** All candidates are entered with their legal first name and their legal surname. The name on their entry sheet is as it will appear on certificates. **If this is incorrect, you must inform school immediately.**

**Candidate Number** This is a four-digit number which you will find on your statement of entry/timetable. **You will have to put it on every exam paper.**

**UCI** this is also found on the statement of entry – This is a 13-digit national number that is allocated to you in Year 10 that travels with you in your education; this number is for administration purposes. You do not need to remember it.

**ULN** Unique Learner Number – This is a 10-digit number that also travels with you in your education and identifies you when making entries for all your examination results.

## Before the examinations

**Please ensure that the school office has an up to date telephone contact number.**  
**Ensure that your Parent/Carer lets school know if you cannot attend an examination.**

## On the day of the examination

Students **must be in school by 8.45am latest** for morning examinations and **12.45pm latest** for afternoon examinations. Public examinations have to be started at the times published by Joint Council for Qualifications. Our timings include scheduling of administration and organising in order to start at the J.C.Q. published time which is essential. Exams times and dates cannot be changed.

Students may not leave the exam room until at least one hour after the official examination start time.

**Students are advised to bring their timetables to every exam.**

**Absence from Exams** A student who is absent from any examination **without a Doctor's note** should be aware that the school will seek to recover the exam fees per subject. It is in everyone's interest to ensure that the centre's examination budget is not wasted. If a student cannot attend an examination or is unable to write due to an accident please let us know as early as possible and we can put measures in place for this.

### **Invigilators**

These are members of internal staff who conduct the Exams. Students are expected to treat them with respect and follow their instructions.

A student who does not follow instructions and adhere to the exam regulations will be reported to the Exam Board who may cancel the Exam paper and award no Grade in that subject.

J.C.Q. insists that all Examination Centres follow strict guidelines for the student's conduct in Examinations. Any students who do not adhere to these regulations will have their papers cancelled. Regulations can be found by going to [www.jcq.org.uk](http://www.jcq.org.uk).

**Mobiles/Watches/Potential Technological/Web Enabled Sources of Information must not be brought into the Examination Room.**

The Examination Boards are taking a very strict view on mobile phones and any other recording devices.

**Any candidate found with a Mobile/Watch/ Potential Technological/Web Enabled Sources of Information on their person, even if it is switched off, can find their paper cancelled.**

**Students must not bring notes into the examination for any reason.**

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## **Equipment required for the Exams**

School provides all equipment required for every exam. This should include:

Two black pens,  
Two pencils,  
Ruler and eraser      for all exams

Tracing paper, protractor and calculator when required.

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### **Exam tips**

- Always check that you have the correct exam paper before you start. This can be done by comparing the timetable to the front of the exam paper. (See page 3 – “On the day of the examination”).
- Read all the instructions on the front of the exam paper.
- Hand in all work at the end of the exam. If it is rough work cross it out. If you have used extra sheets ask for a tag to fasten them together.
- Don't take any materials out of the exam hall.
- Remain in silence until you are outside the exam room. You will be told when you can leave.  
**Remember, some candidates may still be working.**

## **After the Examinations**

**GCSE Results day – Thursday 21st August 2025. WE WILL NOTIFY YOU IF THIS CHANGES** – You must collect your results in person. If you want us to give your results to a parent, school will need to see a signed letter from **you** giving your permission. The person collecting your results will need to match who is on the letter and they will need to show some identification.

**Please bear in mind that qualifications sat over the course of the year may have individual results days; you will be informed what your result is by your teacher and you will be expected to sign to receive your results slip.**

**Collection of Certificates and Coursework** - GCSE Certificates tend to arrive in centre by end of October. You will be notified when they do. Please remember that schools are only obliged to keep your certificates

for a minimum of 1 year after they are issued. If you need them at a later date and have not collected them or have lost them you may need to contact all the Exam Boards and pay for a replacement.

All other certificates for qualifications sat over the course of the year will arrive separately at different times; these will be put away for you to give you when you leave. If you require them sooner for college purposes, and the school have received them, you can request to have these given to you earlier.

### Questions Students and Guardians ask:

**Q – What do I do if a subject is missing or a level is wrong on my Statement of Entry?**

A - See your class teacher as soon as possible.

**Q – What do I do if I am running late for an exam?**

A – Telephone school and let the office know your approximate time of arrival. You will be escorted to the exam room to sit the paper, you will still be given the full amount of time for the exam. If you are very late it is up to the Exam Board whether they allow you to sit this exam and award a grade.

**Q – What do I do if I am ill the morning of an exam?**

A – Telephone school and let the office know. Go to the doctors and get a note from them. Bring this into the Exams Officer as soon as possible.

**Q – What do I do if I have forgotten the centre number or my candidate number?**

A – Look on your timetable or on the slip on your desk in the Exam Room. The centre number will also be at the front of the exam room during the exam.

**Q – What do I do if I have an accident and can't write?**

A – Telephone the school office and let the Exams Officer know as soon as possible so that special arrangements can be made.

**Q - What do I do if I think I have the wrong paper?**

A – Put up your hand for an invigilator.

**Q – What is Special Consideration?**

A – This is an application made by the SENCO/Exams Officer for a very small adjustment to the final grade of a candidate who has been affected by adverse circumstances beyond their control. (This could be serious illness, accident, bereavement or domestic crisis).

**Q - What do I do if I feel ill during the exam?**

A – Put up your hand and an invigilator will come to you.

**Q - Can I go to the toilet during the exam?**

A – You will be given the opportunity and advised to go to the toilet before the exam starts. If you really need to go, put your hand up for an invigilator and they will escort you.

I hope you find this booklet is useful. Please contact school if you have any other questions about Access Arrangements you may be entitled to or any other exam related questions.

**Please keep it in a safe place so that you can refer to it when you need to.**