



**LIMITLESS**  
LEARNING



أكاديمية جيمس ولينغتون - شارع الخيل  
**GEMS Wellington Academy**  
AL KHAIL

# **Exams Booklet**

## **May/June 2022**

**AN ESSENTIAL REMINDER GUIDE FOR  
STUDENTS**

## **Key Dates Below**

GCSE Results Day -25<sup>th</sup> August

GCSE Cambridge results day – 18<sup>th</sup> August

A Level results day- 18<sup>th</sup> August

Cambridge A Level results day -11<sup>th</sup> August

BTEC Results day – 10<sup>th</sup> August

### **CONTINGENCY DAY**

Parents & students should take note of the 2022 Contingency Day. A contingency date is a day specifically set aside, should sustained national or local disruption within the UK arise during the June 2022 examination series. If disruption happens, the GCSE examinations could be cancelled for their scheduled day and moved to the contingency day instead.

The contingency date for 2022 is 29th June.

With this in mind, students should be prepared to be available until this contingency date, even though their exam schedule may be set to be completed before this date.

Should a student reach the end of their personal exam timetable and have completed all of their scheduled exams then they may dismiss the contingency date.

This contingency day would only be used in exceptional circumstances and the examination boards used by GEMS Wellington Academy would only invoke the use of this contingency slot if all other options for the examination to take place as scheduled have been exhausted. In the unlikely event of this slot needing to be used, the Exams Officer will communicate with all students and parents with clear advice and instructions on how to proceed. In the meantime, should you have any further queries, please do not hesitate to contact me.

## EXAM CHECKLIST



You **MUST** be in full school uniform, in accordance with our uniform policy, for **ALL** your exams.



Aim to arrive at school **AT LEAST 30 minutes** prior to your exam start time. Sign in at reception as soon as you arrive. If you are more than, 1 hour late, you may not be permitted to take the exam.



You must not have mobile phone, iPod or any watch in your possession. Mobiles, iPods and smart watches are to be **TURNED OFF** and put in the bag. **If you are found with one, even switched off, this could result in DISQUALIFICATION from your exam and your overall Qualification.** If you wear a wrist watch, the invigilator will ask you to remove it and place it on your desk.



It is **YOUR** responsibility to bring **ALL** the necessary equipment to every exam you sit. **All exam equipment should be stored in clear plastic bags/cases only.**



You **MUST NOT** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room. If you have any questions, you should raise your hand and an Invigilator will come to you as soon as they can.



Only clear water bottles free of any packaging or labels are allowed in the examination room.



If you feel ill during the exam, please bring this to the attention of the Invigilator as soon as you can.

# THINGS YOU NEED TO KNOW

## CANDIDATE NUMBER

You have been allocated a 4 digit Candidate Number that refers only to you, you will see this appears on both copies of your timetables and on the ID cards placed on the allocated desk for each exam.

**You MUST write your Full Legal Name as it is on your ID card, Candidate Number and Centre Number on the first page of each question paper.**

## CENTRE NUMBERS

**Pearsons Edexcel 91687  
AQA 74594  
Cambridge AE370**

## TIMETABLES

Check each exam date carefully and check to see if the exam is in the morning or in the afternoon. If there is an exam on the list that you were not expecting to sit (e.g. if you know that you have already been withdrawn from a subject) you must tell the Exams Officer or your subject teacher immediately. Copies of the exams timetables will be uploaded to Teams. It is your responsibility to check your timetable.

## EXAM TIMINGS

All GCSE and A-level examination timings are based on UK start times i.e. 9.00 a.m. for morning exams and 1.30 p.m. for afternoon exams (deviation of 30 minutes allowed either side of timings). Schools are unable to release candidates from examinations until one hour after the UK starting times.

**IGCSE Examinations such as English, Geography, Mathematics, Business Studies and Economics are Regional papers and follow International start time therefore these exams will start at either 09:00am for morning or 12:00pm for afternoon.**

## EXAM CLASHES

Exam clashes are identified once all entries have been completed. Some candidates may have a clash where two or more subjects are timetabled at the same time. We will make special timetable arrangements for these candidates who will be given a clash letter/timetable listing the changes that will be made to any examination times.

If the total time of the examinations is 3 hours or less then the examinations will be held consecutively in the same examination session, with a short break (no longer than 15 minutes) in between. If the total time of the examinations exceeds 3 hours we may conduct an examination in a later or earlier session within the same day.

Students must be quarantined between the sessions if exam clashes occur. Students are not permitted any access to electronic devices or to have contact with any persons who have completed the examination during the quarantine period. Students must remain under centre supervision until all of their exams have finished for that day.

### **ATTENDANCE AT EXAMINATIONS – Day of your exam**

Candidates must be in school a minimum of 30 minutes prior to the start time of their examination. Students are to report to the designated area before each exam where they will be expected to wait quietly until they are invited into the examination room by the invigilators.

We cannot and do not wait to start examinations for any students who are late. Students must make sure that they are aware of the dates and start times of all their examinations. Students who arrive within one hour after the examination has started will still be allowed to enter the examination hall and complete their examination. However, the late arrival will be reported to the examination board and it will be at their discretion whether the examination paper is accepted for marking.

***Please note that misreading the timetable is not accepted as a satisfactory explanation of absence or late arrival. It is the students' responsibility to ensure they are aware of the dates and timings of their examinations and to arrive on time for their examinations.***

### **CONDUCT IN THE EXAM ROOM**

As soon as you enter the exam room, exam conditions apply. **You must be silent at all times.** If you need assistance, put your hand up and wait for an invigilator. You will not be allowed to leave early, even if you have finished your work as this might disturb those still working around you. Use this time to double check your work.

### **AT THE END OF THE EXAM**

The invigilators will collect your papers before you leave the exam room. Question papers, answer booklets and additional papers **must all be handed to the invigilator to be sent to the exam board for marking. ABSOLUTE SILENCE MUST BE MAINTAINED DURING THIS TIME.**

# ENQUIRIES ABOUT RESULTS

## Post Results Services

Post results services are available to students as soon as results are released. you may feel that you wish to submit a query particularly if you feel that you did well in an exam and your result does not reflect this. You need to speak to your subject teacher firstly to voice your concerns, once you have discussed this and your teacher agrees to go ahead with a review of marking then you can complete the required form with a signature from your teacher. More Information will be provided to students along with their results.

## Available Services

- **Service 1 (EAR1) - Clerical Re-check:** A re-check of all clerical procedures. This service **DOES NOT** review the marking of a script; it simply checks all areas of administration relating to the script (adding up marks etc.).
- **Service 2 (EAR2) - Review of marking:** This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. Along with the review you can request for a copy of your examination script to be returned after the review service is completed.
- **Service 2P (EAR2P) - PRIORITY Review of marking:** This is an urgent application for a review of marking. Cannot be used in conjunction with the priority photocopy service (ATSP). Can only be used in conjunction with access to original script (ATSO) service.

## Please Note - Possible outcome of the review of marking service

If the School makes an enquiry about examinations on behalf of a student, after the subject grade has been issued, there are three possible outcomes.

1. The original mark is confirmed and there is no change to the mark/grade.
2. The original mark is raised so that the final mark/grade may be higher than the one you first received.
3. The original mark is lowered so that the original mark/grade may be lower than the one first received.

**Please be aware that in this case the LOWER mark will be used.**

• **ATSP - PRIORITY Photocopy:** This option should be used if a student would like to see a copy of their marked examination script before applying for a review of marking. This service can only be used in conjunction with Review of Marking (EAR2). It cannot be used in conjunction with **Priority** Review of Marking service (EAR2P) i.e. a student cannot apply for a priority photocopy and priority review of the same unit / script.

• **ATSO - Access to Original Scripts:** This service should be used by AS and A2 Level students who do not require a review of marking of their examination script and only require a copy of the script. **If you are considering applying for a review this service should not be used. Please use the EAR2 or EAR2P service.**

***Please note that ATSO requests are only processed after the review of marking***

***deadline. It can therefore take 6 - 8 weeks for scripts to be returned to the School***

***Please note EAR service 3 (review of internally assessed coursework) is not available to individual candidates.***

***EAR – Enquiries about results***

***\*\*GCSE Priority Services are only available for Pearson Edexcel subjects.***

**Refund Policy for a positive review of marking:**

**Candidates who have cashed-in (received overall subject grade):** Review of marking fees will be refunded where the marking review of an examination script leads to an increase in the **overall** subject grade. If only the unit grade increases but the overall grade remains the same a refund is not applicable



## POSTERS YOU WILL SEE DURING EXAM SEASON



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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### Warning to Candidates

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 exam/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.

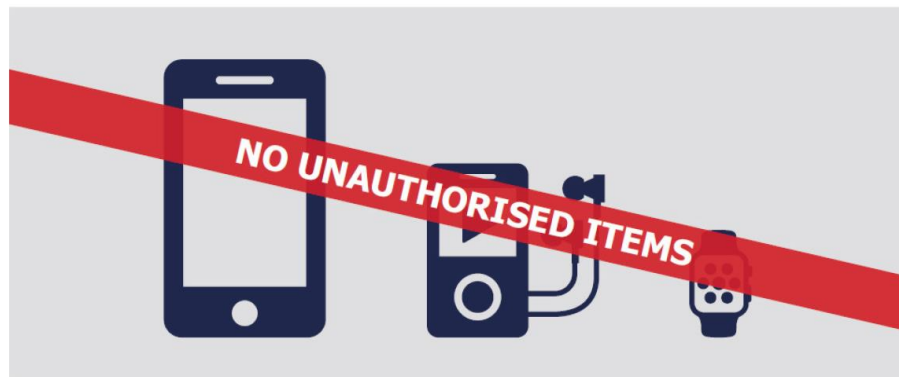
**The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.**



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.