

# **Ysgol Clywedog**

## **Examination Guide**



***2025 - 2026***

# Guide to Examinations at Ysgol Clywedog

## Introduction

GCSE exams can be a stressful time, but this guide is here to answer common questions and help make the process easier for you. Please read it carefully, as it contains important information about your exams.

## Where and when will my exams take place?

- Morning exams start at **9:00 AM**.
- Afternoon exams start at **1:00 PM**.

Check the **Seating Plan** posted outside the Main Hall/Sports Hall to find your exam desk. Make sure you are **outside the exam room at least 10 minutes before the start time**. We mainly use the main school hall for November exams, and the sports hall in both January and the summer exams.

## What if I can't get to school for my exam?

If you are delayed or unable to attend an exam, contact the school **immediately** at **01978 346800**.

If you are unwell and unable to attend, you must get a **medical certificate/doctor's note** and send it to:

**Mr Hampson – Examinations Officer**

Ysgol Clywedog, Ruthin Road, Wrexham, LL13 7UB

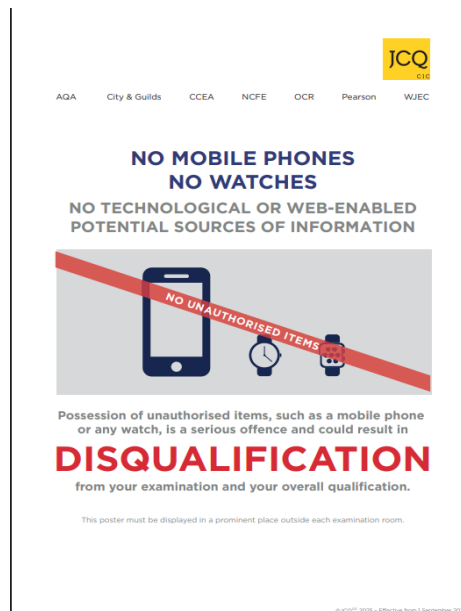
If you arrive **more than 60 minutes after the start of the exam**, you **cannot** enter the exam room. Instead, report to the main reception and ask for **Mr. Hampson, Exams Officer**.

**⚠ Important:** If you miss an exam without a valid reason, you will be charged the exam board fee for that exam. It is **your responsibility** to be on time and in the right place for every exam.

## Examination Rules

1. All pupils must wear **full school uniform**.
2. All pupils must sit at the allocated desk number as displayed on the Seating Plan. If your name is not on the list, you must inform an invigilator.
3. All pupils must be present to take their seat 10 minutes before the exam start time or as instructed by an invigilator.

4. All pupils must know 2 important numbers:
  - a. Centre Number: 68181
  - b. Own exam number as shown on your personal timetable and on the seating plan.
5. All pupils must also know that:
  - a. They are expected to sign their exam paper.
  - b. They can only write in **black** biro or draw using a HP pencil.
  - c. They must not use Tippex or any other correction fluid.
6. Please ensure you bring your preferred equipment – pencils, pens, rulers, coloured pencils, calculators etc. Please use a transparent pencil case or a clear A4 plastic wallet. The school will provide only the basic equipment for each examination.
7. Pupils are only permitted to take the items listed above, as well as water in a clear bottle with the label removed.
8. Mobile phones; watches of any kind; or any other electronic device (other than a calculator) are not allowed in the examination room even if they are switched off. If you inadvertently take your phone into the examination room, you must hand it to the invigilator immediately. **Possession of unauthorised material/equipment is breaking the rules, even if you do not intend to use it, resulting in a penalty and possible disqualification. No responsibility will be taken by the school for loss or damage to any unauthorised equipment,** so we recommend that these items are either left at home or stored in your bag.



9. Any distractions or communication with any other candidates is forbidden. This does not just mean talking, it is any type of communication, i.e. a look; turning around etc. Any distractions need to be reported to the JCO, which may lead to consequences being sanctioned, as per the *Suspected Malpractice Policies and Procedures Policy*.

10. Pupils cannot leave the examination room until dismissed by the invigilator at the end of the exam. It is your responsibility to use the toilet before the exam. If you have a medical condition, you **MUST have your toilet pass** with you and place it on the desk for the invigilator to see.
11. If you need to speak to an invigilator for any reason please raise your hand. No other communication is allowed.

### **Circumstances affecting your performance during the exam**

If any circumstances affect your performance on the day of their exam, please contact Mr Hampson as soon as possible (for example; accident, problems within your family, bereavement). It is vital that you contact your doctor at the earliest opportunity if you are unwell to obtain a medical certificate.

### **Individual Timetables**

You will receive your individual exam timetable before each exam season. If you notice any mistakes or have any questions, contact Mr. Hampson immediately. You can also find a full overview of all exams in the **Exams section of the MCAS App**, which your parents have access to.

### **When do I get my results?**

We cannot give your results to anyone else, without your written permission. If you want to nominate someone else to collect your results, you must give them a letter clearly explaining you are giving them permission to collect your results and they must provide proof of identification. Exam results will not be provided over the phone.