

All School Rules apply during the examination period.

Exam Boards are increasingly stringent with regard to malpractice. Two Winchester candidates were disqualified from all or part of a subject exam in the summer 2019 series. In 2023 we caught one VI Book 1 (Year 13) candidate using a mobile phone in public exams. The consequences can be very serious and are completely outside of the control of the school – we have no flexibility in reporting this in a public exam series. JCQ regulations for candidates will be clearly posted in each exam venue, but there is a guidance document on written examinations [here](#); and one on social media usage [here](#). Information on how the school must deal with suspected malpractice can be found [here](#).

Timetable

- From w/c 9th March you will be able to access a personalised exam timetable on the iSAMS pupil portal. This can be found under *My School Profile/My Public Exams/View My Examination Timetables*. Any queries or concerns should be sent to the Exams Officer, Anna Cornwell (amc@wincoll.ac.uk), as soon as they arise.

Organisation

- Dress throughout the exam period, whether in an exam or not, will be as for up-to-books hours. You will be sent back up to house if your dress is not appropriate.
- Leave your phone and watch up to house. If brought to the exam hall these items will not be returned immediately after the exam and can only be collected from the exam office the next day.
- You will not be issued with stationery/calculator – it is your responsibility to get organised beforehand.
- Check your individual exam timetable on iSAMS for the location of your exam: arrive 15 minutes before the start of the exam.
- Make note of your position on the seating plan displayed. A lead invigilator will call you into the exam hall by surname or by row.
- At the end of the exam you must not start talking until you have left New Hall (this applies to all venues).

Extra time, other access arrangements, and use of computers

- Those entitled to extra time (and other access arrangements) will be entitled to these in these exams.
- Please check that these are included on your personalised exam timetable.
- Those who expect to word-process their scripts in external exams will be provided with an exam laptop, or a desktop computer with low-profile keyboard.

Pupils must remember to raise leave, throughout the examination period, from music lessons and other commitments affected by their examination timetable. It is expected that

pupils will honour their sporting commitments throughout the examination period (and that the same level of commitment is expected, irrespective of team/ability level).

Any member of V Book with a Modern Languages GCSE oral examination will attend hours as normal but may raise leave from the hour that precedes their oral examination; they must go back up to books immediately after the end of an oral exam, however little of an hour may remain.

Any member of VI Book 1 with a Modern Languages A-level oral examination will attend hours as normal, but may raise leave from the TWO hours that precede their oral examination; they must go back up to books immediately after the end of an oral exam, however little of an hour may remain.

Study Leave

The arrangements for this were emailed to you at the same time as this briefing note. Housemasters will pin these up on House No:Bo:.

Town

For the avoidance of doubt, pupils (both Boarding and Day) may not travel to, or meet in, town during study leave outside of times permitted by the school rules.

Pupils (both Boarding and Day) who have finished their last exam may not meet in town with pupils still undertaking exams (who are still under the care of the school).

Day pupils

- Day pupils must accurately complete the Weekly Whereabouts Form throughout the study leave period.
- For day girls, Oakeshott's will be open on specified evenings which will be published in advance. Oakeshott's is ONLY to be used for studying for the examinations and once a day girl's examinations are finished, she must not be in Oakeshott's. Any misuse of Oakeshott's during the examination period is likely to result in it being closed.

Arrangements following final exams – please read carefully.

V Book

- The final GCSE exam takes place on 16 June. This will be followed in school by some post-exam celebrations and a short VI Book induction/ Careers programme, which you will hear about in due course.
- There is also a Sixth Form Day Pupil induction day running on Saturday 20 June for the new pupils joining the VI Book in September. Housemasters next time will be asking for pupils' availability to help with various activities and lunch.
- From Monday 16 June to Friday 19 June there is a compulsory post-GCSE programme on offer. This is organised by Ms. Laird, and you should have received the sign-up

details already. There is also an additional week of fun (e.g, mountain biking, chocolate making).

- Pupils not involved in these final week opportunities will be able to go down for the term from Saturday 20 June. Any pupil who leaves Winchester before the last day of term (Saturday 27 June) should ensure that their parents have sent written permission to the Housemaster.

VI Book 1

a) Boarders

- A pupil will not be given leave to be away from Winchester until after their last examination. Then, however, they may wish to relax away from Winchester. They are encouraged to do so, but their parents must send their written permission to the Housemaster.
- Being away from Winchester means being properly away from the School, and preferably well away from the city. If a pupil chooses to remain at school after their last examination, they do so on the understanding that they are still in the School and that all the rules and conventions apply: they must not make a nuisance of themselves; rather they must assist in the smooth running of things.
- Further, the School Rules state: "No pupil may keep a car or motorcycle in or near Winchester, or drive one within the city's boundaries, without the written consent of his parents and the permission of the Headmaster. This permission will be granted only in exceptional circumstances."

b) Day Pupils

- Day pupils must adhere to all of the school rules with respect to their whereabouts up until their last examination. After their last examination, they will need to inform their Housemasters (by the use of the Weekly Whereabouts Form) when they plan to be in school.

National contingency day

- Please note that there is a day designated each summer for contingency examinations, in the unlikely event that the season's schedule is unexpectedly disrupted. This year it is **Wednesday 24 June**. All pupils sitting public exams should know that there is a remote possibility that they are recalled to sit exams in Winchester on that day.