

Results and Certificates

Results days:

A Level results: Thursday 15 August
2024 8:30am-11am

GCSE Results: Thursday 22 August
2024 9:00am-11:30am

Information on post-results services
can be found on the Lawnswood
website.

Certificates:

Your certificates will be delivered to the
school at the **end of November 2024**.
You can collect them by coming to the
main school reception at any point
during the school day.

These are official documents and
cannot be replaced so please make
sure you collect them before the end of
the year.

You will need them for applications to
colleges, universities and places of
work.

Important Reminder

Make sure you attend all your exams
and that you are on time.

If you fail to turn up for an exam, you
are throwing away an opportunity that
might make a massive difference to
your future. Turn up, do your best and
you might surprise yourself!

Remember to check the school website
for further information on your exams.
Best of luck!

Lawnswood School

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Headteacher/Head of Centre: Jo Bell
Exams Officer: Irina Savic
Exam Assistant: Jodi Walsh
Exams Line Manager: Katie Nicholson

Exams: Information for Candidates

This booklet contains important
information for students sitting their
exams at Lawnswood School.



Before the exams

Step 1- Entries:

Requests for exam entries are made by your Subject Teacher/Head of Department. The entries are then sent to the exam boards by the Exams Officer.

Step 2- Default timetables:

Once entries are finalised, the Exams Officer will issue a 'default timetable' to each candidate. This timetable tells you which exams you have been entered for, as well as the date and time of each exam.

It's really important that you **check your entries carefully** and make sure that the spelling of **your name is correct**, as this is how it will appear on your certificates.

If you notice any errors you must speak to your subject teacher, form tutor or Head of Year immediately.

Step 3- Individual timetables:

Once any changes have been made you will receive your final exam timetable. This contains the times and dates of your exams, as well as your exam room and seat number for each examination.

You must **keep your exam timetable safe**. It's a good idea to take a picture on your phone, so you'll always know where you need to be and when.

Exam time!

Before entering the exam room/hall:

- **Know your seat number**- use your timetable! It's much less stressful than having to find your name on the board.
- **Switch off your phone** and place it in your bag, which you will then leave at the back of the hall/in front of the exam room.
- **Memorise your candidate number.** It's only four digits and you will need to know it for each exam.
- **Take any equipment you may need out of your bag before entering the hall/exam room.** This makes the entering process much easier and creates a calm atmosphere.
- **All watches must be removed before entering the exam hall/room.** Please make sure these are left at home or placed safely in your bags.
- **Empty your pockets.** Don't bring anything to your exam seat other than the necessary equipment. This includes a copy of your timetable.
- **Food is not permitted in the hall/exam room.** Any exceptions would only be due to a documented medical need and must be agreed in advance.
- **Water bottles must be fully transparent with no markings.** Please remove labels from bottles before going into the exam hall/room.
- **Pencil cases must be transparent** and contain only the equipment required for that exam.

In the exam hall/room

Once in the exam hall/room you must not talk or communicate with other students.

Things to remember:

- **You must sit in your allocated seat.** Swapping seats can result in a student sitting the wrong paper.
- **Check that you have the correct paper** and the correct tier (Foundation or Higher).
- **Listen carefully to the invigilator announcement.** Failing to follow these instructions is considered malpractice and must be reported to the exam board, which can lead to disqualification.
- **Write in black ink.** Highlighters can only be used for the questions and diagrams should be drawn in pencil.
- **Write your legal name on the front of the exam paper.** Please do not use preferred names or nicknames.
- **You must stay for the duration of the exam.** If you walk out of the exam hall/room, without permission/supervision, you will not be allowed to return.
- **Toilet breaks should not be requested during the exam,** unless you have a medical pass, which you must bring to every exam and keep it on your person.
- **Do your best!**

Good luck!