

## Key Documents

The school website contains useful documents relating to exams including student guides, JCQ information and links to exam policies. **It is important to familiarise yourself with these.**

Willow Bank website:



[www.childrenshospitalschool.leicester.sch.uk/willow-bank-day-school](http://www.childrenshospitalschool.leicester.sch.uk/willow-bank-day-school)

JCQ website:



[www.jcq.org.uk/exams-office/information-for-candidates-documents](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)

## Contacts

Any queries about examinations should be directed to one of the following who can be contacted via the Office on 0116 2298137 or email.

**Examinations Officer:** Kathryn Smith



[exams@childrenshospitalschool.leicester.sch.uk](mailto:exams@childrenshospitalschool.leicester.sch.uk)

**SENDCo:** Stewart Scragg



[WAdmin@childrenshospitalschool.leicester.sch.uk](mailto:WAdmin@childrenshospitalschool.leicester.sch.uk)

**Head of Day School:** Diane Davies



[WAdmin@childrenshospitalschool.leicester.sch.uk](mailto:WAdmin@childrenshospitalschool.leicester.sch.uk)

If you feel you need extra nurture sessions during the exam season, please see your tutor.



**Willow Bank School**

*'Better Together'*

# A Guide to GCSE Examinations

**Information for  
Parents, Carers  
and Students**

## Non-Exam Assessment

- Some subjects contain 'Non-Exam Assessment' units, which involve work being completed in controlled conditions in class, for example GCSE Fine Art and GCSE Film Studies.
- Your teacher will mark this work before it is sent to the exam board for further checking.
- Willow Bank School is committed to ensuring that whenever teachers mark non-examination assessment, this is done fairly, consistently and in accordance with the subject specifications.
- If a candidate believes that this may not have happened in the marking of his/her work, an appeal can be made against the internal assessment decision before it is sent to the board.
- More details regarding this can be found in the [Internal Appeals Policy](#) on the school website. Copies can also be requested from the Exams Officer.

# Introduction

**If you attend Willow Bank School in Key Stage Four then you may have questions about what examinations you will be taking and how this will be organised.**

This guide will briefly explain the following key steps:

- Number and type of qualifications
- Transferring from your mainstream school
- Exam timetables
- Study leave and revision classes
- Non-exam assessments
- Appeals
- Results and certificates
- Key documents
- Contact information

## How many and what types of qualifications will I take?

- The number and type of qualifications you take will be considered carefully by your subject teachers and tutor, dependent on when you have joined Willow Bank, which and how many lessons you are attending.
- At Willow Bank we offer GCSEs in English Language, English Literature, Maths, Combined Science, Film Studies and Art as well as Functional Skills Maths, Entry Level Science, Edexcel Number & Measure and Cambridge National Health and Social Care. Many students also take part in the Duke of Edinburgh Award and Arts Award, as well as completing a computing qualification (ICDL). **We aim to enter all Year 11 students for GCSE English Language, Literature, Maths and Science.**

### ⇒ If you join Willow Bank from January in Year 11:

- ◇ There may be subjects you want to continue with from your mainstream school. We can arrange with your mainstream school for you to sit the exams here.
- ◇ If your mainstream school has already completed the entries, we will arrange for the papers to be transferred to Willow Bank, so you are able to sit the exams here. If you are entitled to support in the exams such as a reader, or scribe, the SENDCo will liaise with your mainstream school regarding this.

## Exam Timetables

- Exam entries are completed in **February**.
- **Before Easter** you will receive an exam pack which contains all you need to know for the exam season, including a confirmed exam timetable, information from the JCQ and a student guide. These documents can also be found on the school website.

## Revision and Study Leave

- **After May** half-term student timetables are usually reduced. Only revision sessions and the remaining exams will be timetabled.
- Students will be given a revision timetable and if they have transport it will be arranged around these sessions.

## Results and Certificates

- Results can be collected in person from Willow Bank School between 9 - 10pm on Results Day:

**2023 - Thursday 24th August**

- Certificates arrive in school in the November after the exam season. They should be collected within 12 months. For further information contact the Exams Officer.