

## GENERAL EXAMS INFORMATION

### PRE-EXAM

#### **What do I do if there is an error on my Statement of Entry or an exam is listed that I am not taking?**

You must inform the Exams Officer immediately.

#### **What do I do if there is a clash?**

If you have exams that clash these will be rescheduled and new times will be shown on your FINAL timetable. The exams will take place on the same day. You will remain under supervision between the two papers. You will receive your final timetable at a later date.

#### **How will I know where my exams will be taking place?**

Your final timetable will have the complete list of your exams, times, venues, row and seat number.

#### **I have my Statement of Entry but I am not sure if the exam codes are right. How do I find out?**

In the first instance you need to check with your subject teacher. If there is an error you must inform the Exams Officer immediately.

### EXAM DAY

#### **What do I do if I am ill or have an accident on the day of my exam, or I am going to be late?**

If through no fault of your own you are going to be absent or late for an exam paper, please telephone the school as a matter of urgency and explain what has happened.

#### **What do I do if I fall ill during the exam?**

You must put your hand up and an invigilator will assist you. If you feel ill before your exam starts you must let the invigilator know as this may affect your performance.

#### **What happens if I am ill / have a family crisis / suffer a bereavement of a close family member when taking an exam and I feel it has affected my performance?**

If you feel that you may be or have been at an unfair disadvantage when taking your exam, then you must let the Exams Officer know immediately before or after the exam.

The Exam Board can then be notified of your circumstances and they will decide if and how much Special Consideration should be applied. The application **must** be supported by appropriate and up to date evidence. Awarding bodies will not enter into discussion as to how much and if special consideration will be applied.

#### **If I miss my exam can I take it on another day?**

NO. Exams are scheduled by the Exam Boards so you must attend on the day and time given.

#### **Do I have to wear school uniform?**

Yes. School uniform must be worn by students for all examinations. I.D. cards must be brought in by all 6<sup>th</sup> Formers.

#### **What equipment do I need for my exam?**

You are responsible for bringing your own equipment to your exams. This will not be provided for you. Each candidate should have black pens, pencils, erasers, ruler, mathematics equipment etc. in a clear bag or pencil case. If you are allowed a calculator in your exam, the lid must be removed.

Candidates will be advised by their subject teacher about any subject specific materials required for their exam, e.g. set texts.

### **Can I bring food or drink into my exam?**

Only a bottle of water with the label removed may be brought in to the Examination Room.

### **Can I go to the toilet during the exam?**

You are not allowed to leave the exam unless it is a medical requirement and a medical certificate has been submitted in advance. However, you will be permitted, if it is absolutely necessary, to go to a pre checked cubicle and you will be escorted by an invigilator. You will not be allowed any extra time.

### **If I finish my exam, can I leave the room early?**

It is school policy not to allow candidates to leave the room early as it is disruptive to other candidates.

### **What do I do if the fire alarm goes off during my exam?**

Follow instructions given by the invigilator. Exit the room leaving all materials behind. You must remain silent. You will be told when it is safe to re-enter and the time missed will be added on at the end and the Exam Board will be informed of the disruption.

### **What time do the exams start?**

Morning exams start at 9am. Please arrive at 8:30am.  
Afternoon exams start at 1:30pm. Please arrive at 1:00pm.

### **What do I do if I arrive late for my exam?**

Provided that you are not more than 1 hour late it may still be possible for you to sit the examination. It may not be possible to allow you any extra time if you start the examination late. If you start the exam more than 30 minutes after the published starting time, the school must inform the exam board and it is possible that the Exam Board may decide not to accept your work.

## **POST EXAMS**

### **How do I get my results and what if I cannot come in to school to collect my results?**

Results are issued during August (check Key Dates). You will be expected to collect these in person. If you cannot, you must make sure that you have made appropriate arrangements i.e. a letter authorising a named person to collect them on your behalf. Results will not be emailed unless there are extenuating circumstances and it has been agreed in advance by the Exams Officer.

### **How do I apply for a clerical check, re-mark or copy of my script after my results?**

You will receive Enquiry After Results (EAR) paperwork in your results envelope.

### **If I am not happy with my results, can I re-sit any paper?**

We do not offer GCSE re-sits.

GCE AS level re-sits are offered in Year 13 during the following summer examination session, when available.

### **How will I get my certificates?**

Certificates arrive in school about 3 months after you have received your results. Check the date for collection.