

EXAMS INFORMATION

FAQs

Q. What do I do if I have an accident or am ill before the exam?

Inform Attendance who will pass on information to the Exams Officer at the earliest possible opportunity so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe or laptop to write your answers but we will need as much prior notice as possible. You will need to obtain medical evidence (from your GP or hospital).

Q. What do I do if I feel ill during the exam?

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance so that the Exams Officer can be informed.

Q. If I am late can I still sit the examination?

Depending on which time you arrive, it may still be possible for you to sit the examination. You should notify school as quickly as possible to let them know why you are running late and should get to school as quickly as possible. You must report to the main office on arrival. You will be escorted to the exam room. You must not enter an examination room without permission after an examination has begun.

Q. If I miss the examination can I take it on another day?

No. Timetables are regulated by the exam boards and you must attend on the given date and time.

Q. Do I have to wear school uniform?

Yes. Normal school regulations apply to uniform.

Q. Why can't I bring my mobile telephone into the exam room?

Being in possession of a mobile phone (or any other electronic communication device, e.g. smartwatch, headphones etc.) is regarded as cheating and is subject to severe penalties by the awarding bodies. If a mobile phone or electronic device is found in your possession - even if it is turned off - it will be taken from you and a report made to the appropriate awarding body. The awarding bodies now operate a no-tolerance policy on all candidates discovered to be in infringement of the regulations and have stated that students discovered to have a mobile phone with them during an exam face disqualification from the subject concerned. Please leave your phone at home or hand it in.

Q. How do I know how long the exam is?

Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a whiteboard or flipchart at the front of the exam room.

Q. Can I leave the exam early?

You will not be allowed to leave the exam room early as this is disruptive to other candidates.

Q. What do I do if the fire alarm goes?

The examination invigilators will tell you what to do. If you have to evacuate the room, leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

Q. Can I go to the toilet during the exam?

Please try and make time to go to the toilet prior to the start of an exam as it is disruptive for other students. If it is absolutely necessary, you will be escorted by an invigilator, however, you will not get any extra time added to the exam timings. If you have a toilet pass, the invigilators will know this and will escort you if and when you need to go.

Q. Why do I need to check the details on the Statement of Entry?

The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or for college/university at some time in the future.

If you have any questions that remain unanswered please do not hesitate to contact Mrs Parkhill and Mrs Moore, your Examinations Officers.

