



Exams Frequently Asked Questions

BEFORE THE EXAMS	
What if my personal details are incorrect on my exam timetable or if I am entered for the wrong exam?	It is really important that you check all the information on your exam timetable. If your personal details are not correct, they will appear incorrectly on your certificates. If you think you are entered for the wrong exam or the wrong tier of exam please contact the Exams Officer as soon as possible and before the exams start.
What if I have two exams at the same time?	If you have exam clashes, you will have already been spoken to regarding the guidance on this and information on the guidance around this will be sent out separately.
Where are the examinations taking place?	Most exams will take place in the Jane Disbrey (PE) Hall. For some specific exams, these might be sat in the main hall. A small number of pupils will be based in a classroom for their exams. Seating plans for each exam will be placed outside the main hall, the Jane Disbrey Hall and the examinations office to the rear of the main hall. These will be placed out the day before each exam and you should ensure they are aware of their seat before each exam.
Do I need to wear school uniform?	You should continue to wear normal school uniform for the duration of the examination period
What time do the exams start?	Morning exams officially start at 9.00am and afternoon exams start at 1.15pm. There will be a pre-exam briefing 15 minutes before each exam which will support you with final preparations before the exams. You will need to allow time to have dropped your bag off before the briefings.
Can I bring food and drink into the exam?	Only bottled water may be taken into the exam room. This must be in a clear bottle with any labels removed and should be placed on the floor under your exam desks. The only exception to this is on medical grounds e.g. if you are diabetic.
Can I take my mobile phone into the exam room?	No. Mobile phones and any other similar devices are not allowed in the exam room. Please note any form of watch is also prohibited. Possession of any unauthorised items, such as a mobile phone, is a serious offence and could result in disqualification from your exam and overall qualification. If you can, please leave these devices at home on exam days. If you do bring them into school, you must leave them in the designated room for bags and coats, which will be supervised. If you do bring any devices into the exam hall, you must hand them to an invigilator before the start of the exam.
Will my timetable change before an exam?	You will follow your normal timetable before and after all exams. You should expect to study work related to each specific subject, regardless of what exams you may have that day or the following day. Revision opportunities will be provided through period 6 sessions the day before each exam and on the morning of each exam in the Forum.

DURING THE EXAMS	
What happens if I am late?	It is really important that you arrive in good time for your exam. If you arrive late, you are still allowed to sit the exam, and will be allowed the full allowance of time. However, if you arrive more than an hour late, the school has to report this to the exam board and they may decide your work can not be accepted. If you know you will be late, please contact the school ASAP.
Can I leave the exam if I finish the exam?	You must remain in the exam for the full duration, even if you are finished. If you finish early, you should use the time to check your work.
Can I ask questions in the exam?	You cannot ask the invigilators questions relating to the content of the exam paper. Invigilators can only read you the instructions on the front cover of the paper. However, if you think there is something missing from your paper, please tell an invigilator who can then investigate with the Exams Officer. Also please let an invigilator know if you have the wrong paper in front of you, or you have any other issues during the exam.
What if I am too ill to take the exam?	If you are too ill to take an exam you should ring the school by 8.30am to say you are not attending. You will need to produce a note from a parent/carer or member of staff. Where you miss an exam through illness, you will not be able to sit the exam later in the same exam season.
What if I feel ill during the exam?	If you are taken ill during the exam, please raise your hand and wait for an invigilator to come to you. You can leave the exam room under supervision, and return to the room when you feel able to. You will be allowed any time you have missed. If you have a cold or suffer from hay fever, bring plenty of tissues.
What is special consideration?	Special consideration is an adjustment to your mark or grade that the exam boards may make. This is only done in exceptional circumstances to reflect temporary injury, illness or other indisposition at the time of the exam/assessment. Before the school can submit the form to the Exam Board requesting special consideration, we need to have received an explanation of the circumstances in writing or a letter from your doctor. Exam Boards will make the final decision on whether to apply Special Consideration. Based on Ofqual guidance, the maximum amount of consideration given is 5%.
What if there is a fire alarm?	If a fire alarm sounds during an exam, you will be told to put down your pen and to sit in silence while awaiting instructions. If the fire alarm is genuine, you will be evacuated in an orderly manner. You must not communicate with other people throughout the evacuation period. If the fire alarm is false, you will remain seated in the exam room. In either situation, the length of time of the disruption will be noted and you will be given that time at the end of the exam.
What if I need to go to the toilet?	You will follow your normal timetable before and after all exams. You should expect to study work related to each specific subject, regardless of what exams you may have that day or the following day. Revision opportunities will be provided through period 6 sessions the day before each exam and on the morning of each exam in the Forum.
Do I need to bring any equipment with me?	All equipment is provided for you and so you do not need to bring equipment with you. If you are missing any items of equipment during the exam, please inform an invigilator.
What if I forget my candidate number?	You will need to know your 4 digit candidate number before your exams as this needs to be written on each exam paper you complete. Please make an effort to remember this number. If you do forget it, please ask one of the invigilators.

AFTER THE EXAMS

<p>How do I get my results?</p>	<p>Exam results day is Thursday 25th August. More details about the arrangements on this day will be shared towards the end of the exam series. You will receive an email that confirms your results on this day. Please note we are not allowed to share results over the phone or to parents, carers or friends. If you are unable to collect your results you can nominate someone to pick them up on your behalf. To do so, please speak to the Exams office. If you would like us to mail them to you, please leave an A4 stamped, addressed envelope with the exams office.</p>
<p>What if I do not get a grade 4 in English or Maths?</p>	<p>You will be required to re-sit their Maths and English if they have not achieved a 4 or above. You should consult your further education provider to find out more details.</p>
<p>What if I do not get the grades I need to access my future pathway?</p>	<p>The first thing is do not panic. Speak to your course provider as they will be able to discuss your options.</p> <p>On results day, we will have various people you can speak to including our careers advisor, Connexions and college providers who can all help to advise you.</p>
<p>What is there is a problem with my results?</p>	<p>If you think there is a problem you should take your results to the Exams Officer. You may be able to get your exam paper back to see where you went wrong, or have your paper re-checked in case there was a mistake. This can only be done if your subject teacher agrees there is a problem. The Exam Boards charge for this service. Please see separate sheet for Enquiries about Results, which can be found on the Exams Information page on the school website .</p>