

Before The Exams – Things to check

Exam Board Regulations

You should make sure you are familiar with the following documents at the back of this booklet to ensure you know the rules set by the exam boards.

- Information for Candidates – Coursework
- Information for Candidates – Non-Examination Assessments
- Information for Candidates – On-Screen Tests
- Information for Candidates – Privacy Notice
- Information for Candidates – Social Media
- Information for Candidates – Written Exams

Candidate Names

Exam boards will use your legal name for exam use and your certificates will also be issued with your legal name. If you are making any changes to your legal name, you must do this before your summer exams take place to ensure there is no confusion with your exam paper and your certificates are issued with your correct legal name.

Candidate Number

All students have their own personal four-digit number, this is called your candidate number. You will find this on the card placed on your desk when you are seated for your exam. It is essential that you learn this number and make sure that it is written correctly on your answer paper in your exam.

Statements of Entry

For GCSE exams, you will receive a Statement of Entry which details the subjects and level of entry that you are being entered for. This will also display the costs of the exam, which are paid for by college.

Please check that you have the subjects that you have been studying on your statement of entry and speak to the Exams Officer if you have any queries.

Personalised Timetables

You will be issued with a personalised examination timetable before your exams begin. These display only your relevant exams. If you misplace your personalised timetable, please see the Exams Officer or ask your Form Tutor for another copy. It is essential that you know when your exams are and attend all of the exams on this timetable.

Exam Times

For GCSE exams:

- Morning exams will begin at 9.00am
- Afternoon exams will begin at 1.00pm.
- Anyone sitting an afternoon exam will have lunch time from 12.30pm
- You must be in school early to attend any revision sessions.
- **Please note, if you arrive after 10.00am or 2.00pm you have to be reported as a very late candidate to the exam board, this will mean that you will be disqualified from the exam as your lateness could mean that the exam has been compromised. Therefore, you should be in school well in advance of the start time for the exam.**

Equipment

You must bring your own equipment to your exam, which must include a black ball point pen and pencil. However, calculators, maths equipment, rulers and coloured pencils will be available to you on your desk if the exam states that they are needed. Please make sure that pencil cases are transparent. Invigilators will also have a supply of rulers, sharpeners and erasers for you to borrow during your exam.

Watches, Mobile Phones and MP3 players

Watches, mobile phones and mp3 players are strictly forbidden. They must be locked away in your locker before coming to your exam. If you are found with any of these items once you have entered the exam room you will be reported to the exam board and you **will** be disqualified from the exam. It is essential that you follow this advice.

Even if your device is switched off or has no battery included, you will be disqualified from the exam/entire subject.

Absence

For GCSE exams, it is essential that you attend your exam. Failure to attend without a medical certificate from your doctor will mean that your parents/carers will have to pay the fee for the exam you have missed. These fees are displayed on your Statement of Entry.

Please note that we cannot apply for a 'special consideration' if you do not have a valid reason which is backed up by some evidence for your failure to attend your exam. We need this information to be able to submit to the exam board. You must also have completed a minimum of 50% of the qualification, which includes any controlled assessment units.

Absence from End of Year exams must be reported through school as normal, you will be able to catch up with your exam during school time.

Seating Arrangements

You will be issued with a personalised timetable which indicates your exam room and seat number. Seating plans will also be displayed in the Atrium and your form tutor will have a copy for you to check during registration.

You must know where you are sitting before you arrive in the exam room for your exam.

Access Arrangements

If you have an Access Arrangement you will have spoken to Mrs Bowyer or Mrs Snaith and had an application with the exam board processed. This is to allow you to have the same support in your exam as your normal way of working within school. Mrs Bowyer will make sure that anything you need in your exam is provided for you on the day.

Medical Conditions

If you think you have a medical condition which may flare up during your exams then you must speak to Exams Officer. In some cases, you may be asked to provide a letter from a hospital consultant or counsellor for college to be able to put arrangements for you in place. A doctors note **will not** be sufficient as exam boards request that they must come from a consultant or counsellor.

If you have an injury on the day of the exam which will affect you completing your exam, you must speak to the Exams Officer or Mrs Bowyer at the earliest opportunity. We can make an application for you to have the use of a scribe or laptop in these circumstances.

Special Consideration

Special Consideration is an adjustment to your marks should you have something that may affect how you have performed during your exam. This could be illness, accident or injury, a bereavement or domestic crisis. The Exams Officer can inform the exam boards of this reason and the marks you have been awarded may be adjusted. In order for us to do this we may request some evidence to make the application. This evidence must be received within 7 days of informing us.

Exam Clashes

Occasionally exams for two subjects are timetabled by the exam boards at the same time. If this happens, and you take both subjects, arrangements will be made for you to sit one exam after the other.

The longest exam will be sat first, you will then be offered a supervised rest break for a maximum of 15 minutes before doing your second paper.

An Invigilator will speak to you during your exam to confirm the arrangements for this.