

A-level EXAMS - FREQUENTLY ASKED QUESTIONS

Timetables

Q. What do I do if there is a mistake on my exam timetable or there is something I do not understand?

- You must speak to your subject teacher or the exams officer as soon as possible.

Q. I have a clash in my exams what do I do?

- The exams officer will reschedule any exams that clash and this will be shown on your individual timetable. In all cases where a clash happens you will be supervised at all times.

Q. I have lost my exam timetable, what do I do?

- If you have lost your timetable and do not know the dates of your exams, you can consult the timetables on the school website or ask the exams team to print another copy.

Q. Can I sit my exam on a different day to that on my timetable?

- No. Each exam is sat throughout the country at the same time on the same day. You will be marked absent.

Absence and Illness

Q. If I'm late can I still sit the examination?

- Provided you are **not more than 1 hour** late, it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the exam room. You must not enter an examination room without permission after an examination has begun. It may not be possible to allow you any extra time if you start the examination late.
- If your child arrives **more than one hour** after the awarding body's published starting time the JCQ will consider them very late and as such if they are permitted entry to the examination, we cannot guarantee the awarding body will accept their answer paper. (ICE 21.4 c) The student should report to reception in this circumstance where an exams member of staff will be contacted to make the decision if they can enter and where appropriate escort the student into the examination.

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.

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

- Inform school at the earliest possible point 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 to write your answers but we will need as much prior notice as possible.
You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see below).

Q. What should I do if I am ill on the day of the exam?

- In all cases you should try to attend all of your exams, however if you are unwell you **MUST** call the school as soon as possible.
- In some cases of absence, it may be possible to apply for Special Consideration as long as you have completed at least 50% of the course. Allowance for Special Consideration is from 0% (consideration given, but addition of marks considered inappropriate) to 5% in exceptional circumstances.
- You should be aware that any consideration is likely to be small. In all cases medical evidence will be required before Special Consideration can be applied for, for example a letter 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.

Q. What is an Appeal for Special Consideration?

- Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be

eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examination Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

Arrival

Q. Do I have to wear school uniform?

- You must wear your lanyard to all exams.

Q. What equipment should I bring for my exams?

- For most exams you should bring at least 2 pens (black ink only).
- For some exams you will need a calculator, a 30cm ruler, pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens), set texts (e.g. for English).
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

Q. What items are not allowed into the examination room?

- Only material that is listed on question papers (e.g. an anthology) is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- Bags and coats and any other items not permitted under examination regulations must not be taken into the examination room. Do not bring any valuables into school with you when you attend for an examination.
- No food or drink is allowed in the exam room other than water in a clear plastic bottle.
- Mobile telephones or watches must not be brought into the exam room even if they are turned off.

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. ipod, smart watch) is regarded as cheating and is subject to severe penalty from the awarding bodies:

The minimum penalties are as follows:

Device found on you and turned **ON** - **disqualification for the entire subject award.**

Device found on you and turned **OFF** – **disqualification from the paper.**

Phone rings during the exam **wherever it is in the room** the exam board must be informed and you may be **disqualified from all papers for the subject (including any already taken).**

In the Exam

Q. What do I do if I forget my Candidate Number?

- Candidate Numbers are printed on the card on your desk and on attendance registers. Invigilators will be able to help you find your number.

Q. What do I do if I forget the School Centre Number?

- The Centre Number is **22203**. It will be clearly displayed in the examination rooms.

Q. What do I do if I think I have the wrong paper?

- Invigilators will ask you to check before the exam starts. If you think something is wrong you must put your hand up and tell the invigilator immediately.

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

- The length of the examination is shown in minutes on your individual timetable under the heading 'duration' and on the front of your exam paper. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam so that it is visible at the front of the exam room. There will be a clock in all examination rooms.

Q. I am entitled to extra time – how will this affect the way I take my exams?

- Some students receive an allowance of 25% extra time. In the majority of these cases the students will sit in the same room as everyone else doing their exams. The finish time for extra time candidates will also be displayed at the front of the exam room.

Q. What should I do in an exam if my access arrangement is not in place?

- If an Access Arrangement has been agreed for you and during any examination this arrangement is not in place, you must query it at the time. For example, if you are entitled to extra time and the invigilator suggests you should stop before your extra allocation of time has been complete, politely query it straight away.

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?

- If it is absolutely necessary. You will be escorted by an invigilator and will not receive extra time. You will not be allowed to go in the first 30 minutes of an exam and the last 30 minutes of an exam unless they have been granted an exemption.

Q. Can I leave the exam early?

- Candidates are not allowed to leave the exam room early, as this is disruptive to other candidates.

At the end of the exam

Q. Will I be able to catch the bus after the exam?

- Not necessarily. A-level exams may finish after 3.15pm and students will need to make alternative transport arrangements.

Q. Do I have to leave school between morning and afternoon exams?

- you are not obliged to stay on site, although students are welcome to use the study spaces in the House when no exam is timetabled. It is however, your responsibility to be back on site in good time if you have an afternoon exam.

Q. Will I be able to buy lunch in between my morning and afternoon exams?

- Joe's will be open as usual. A packed lunch is recommended if you have two exams on the same day as there may be insufficient time to comfortably purchase lunch.