

## Frequently Asked Questions

### Q. What do I do if there is a clash on my timetable?

- The College will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Your final seating timetable will show revised times and you will receive a letter detailing arrangements. It will be necessary for you to bring a packed lunch if you have examinations in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt consult the Exams Office.

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

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

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

- Candidate Numbers are printed on seating plans, which are displayed outside the examination rooms, and on attendance registers. Invigilators will be able to help you find your number.

### Q. What do I do if I forget the College Centre Number?

- The Centre Number is 54315. It will be clearly displayed in the examination rooms.

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

- Inform the College at the earliest possible opportunity so we can help or advise you. We may be able to apply for Special Consideration to the Exam Board for you if you take the examination but are disadvantaged or if you are unable to take the examination. If you are unable to write we would provide a scribe.

### Q. What is a Request 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/carers 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 Exams Office must be informed immediately, so that the necessary paperwork can be completed and the candidate will be required to provide evidence to support such an application.

### Q. What do I do if I feel ill during the examination?

- Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an examination and you feel this may have affected your performance.

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

- Please notify the Exams Office if you are going to be late. If you arrive late for an examination (particularly within an hour after the official start times of 9.00am and 1.30 pm) it is usually possible to still take the examination. When you arrive you should report to Reception and a member of staff will escort you to the examination 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 examination board and you must attend on the given date and time.

### Q. What equipment should I bring for my examinations?

- For most examinations you should bring at least two pens (black ink only).

- For some examinations you will need a calculator, a 30cm ruler (marked with cm and mm), HB pencils, pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (**not** gel pens), set texts (e.g. for English Literature).
- 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 materials that are listed on question papers are permitted in the examination room and students who are found to have any other material with them will be reported to the examination board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- Bags, coats and any other items must be left outside the examination room. Do not bring any valuables into College with you when you attend for an examination.
- **Mobile phones, iPods, watches and electronic equipment such as earplugs etc. must not be brought into the examination room even if they are turned off.**

**Q. How do I know how long the examination is?**

- The length of the examination is shown in minutes on your individual timetable. Invigilators will tell you when to start and finish the examination. They will write the finish time of the examination on a whiteboard at the front of the examination room. There will be a clock in all examination rooms.

**Q. Can I leave the examination early?**

- It is a requirement of the examination boards that you must stay in the examination room for at least one hour after the published start time of the examination (or for the duration of the examination if it is less than one hour). It is not the College's policy to allow candidates to leave the examination room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.

**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 examination?**

- If it is absolutely necessary, you must raise your hand and you will be escorted by an invigilator. Under normal circumstances time taken will not be added on at the end of the examination.

**Q. I am entitled to extra time or other Access Arrangements – how will this affect the way I take my examinations?**

- Where possible such candidates will be seated together to minimise disturbance from other candidates who finish earlier. The invigilators will include the extra time when they display the finishing time of your examination on the board. Other arrangements will have been discussed with you and if you have concerns talk to the Exams Office or Mrs Newman, Director of SEND and SENDCo.

**Q. What do I do if I do not get the grades I expected?**

- Teaching staff will be available to advise you on results day and you will be provided with information on post-results services. Should you wish to request a review of marking or script return please speak to Exams Office staff, there is a charge for these services. Please be aware that if you request a review your mark could go up, down or remain the same.

**Q. When can I collect my Examination Certificates?**

- Examination Certificates are available for collection from the December after the summer examinations.