

## **FREQUENTLY ASKED QUESTIONS**

### **Q. What do I do if there's 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. Correct times should be on your individual candidate timetable. It will be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt consult the Examinations Office.

### **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 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 exam 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 am ill before the exam?**

- Inform College 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 need to obtain medical evidence (from your GP or hospital) if you wish the College to make an appeal for Special Consideration on your behalf (see below).

### **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 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 Office must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam sessions for each subject) 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 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. 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 College 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.

You should also be aware that if you start the exam more than 30 minutes after the published starting time, the College must inform the Exam Group and it is possible that the Group may well decide not to accept your work. Please ensure that you allow enough time to get to College so that if you are delayed (e.g. through transport problems) you will still arrive on time.

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

- No. Timetables are regulated by the Exam Group and you must attend on the given date and time.

**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 (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 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 Exam Groups. 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 be left outside the exam room. Do not bring any valuables into College with you when you attend for an examination.
- A small pack of sweets and/or bottled water is allowed. All wrapping/labels must be removed.
- **Mobile telephones/IPods etc. 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, headphones) is regarded as cheating and is subject to a 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 specific paper** you are sitting at the time.

Phone rings during the exam **wherever it is in the room** the Exam Group must be informed and you will be **disqualified from all papers for the subject (including any**

**NOTE: Switch off your mobiles when you leave them in your bags outside your exam venue. DO NOT LEAVE YOUR BAGS CLOSE TO THE CHAINS..... they are not protected here!! Leave them well within the enclosed area.**

**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'. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a flip chart or board at the front of the exam room. There will be a clock in all examination rooms.

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

- It is a requirement of the Exam Groups that you must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). It is not the College's policy to allow candidates to leave the exam 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 exam?**

- If it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time.

**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 for college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

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

- Where possible such candidates will be seated together to minimize disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your exam on the board. Other arrangements will have been discussed with you and if you have concerns talk to the Exams Office or Miss Laidler. All your Access Arrangements are shown on your Individual Candidates Seating Timetable issued to all candidates in the last week of April.

**Q. What do I do if I don't get the grades I expected?**

- Connexions and Teaching staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your result you must consult the Exams Office to obtain their advice as to the advisability of requesting a re-mark. You should be aware that your mark could go down as well as up or even stay the same. All requests must be made through the Exams Office by Thursday, 16 September.

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

- These are only issued if you have finished the whole Exam Course. These are available at Millennium Reception in mid-November onwards. Letters will be sent out to ask you to come and collect them. They will be kept in College for two years and then destroyed. All visitors must sign in at the Millennium Reception. You will need to show proof of identity. **If someone else collects them for you (including a parent), then you must provide them with a letter which gives your full consent.** This letter will be kept as proof of collection. All certificates must be signed for.