



Before my exam

How do I know what exams I will be sitting?

These will be displayed on your individual exam timetable which will be given to you well in advance to enable you to prepare effectively. A master timetable will also be displayed on the exam notice boards which will contain ALL exams taking place.

Where is my exam and where am I sitting?

Exam rooms and seat numbers are clearly shown on individual exam timetables and on seating plans which are displayed outside the exam rooms. If you have trouble finding your seat, please ask an invigilator to help as you must be sitting in the correct seat. You must be waiting quietly outside the exam room 10 minutes before the start.

What equipment should I bring for my exams?

For all exams, you should bring at least TWO pens which MUST BE black. Most exam papers are now scanned before being marked so only black ink is recognised by the machines. You will need to bring all equipment needed for your exams. If you bring your equipment in a pencil case, this must be transparent with no writing.

You must not attempt to borrow equipment from another candidate during the exam.

What items can I take into the exam room?

You can only take your stationery into the exam room. Students who are found to have any material with them that is not allowed will be reported to the appropriate exam board. In these circumstances, a student would normally be disqualified from the paper or the subject concerned. Bags, coats and any other items not permitted under exam regulations must be left either in students' lockers or in the exam storage cupboards outside the hall. Do not bring any valuables into school with you when you attend for an exam.

No food or drink except bottled water is allowed in the exam room. All bottles must have labels removed and must be placed on the floor during the exam.

Mobile phones and smartwatches must not be brought into the exam room under any circumstances.

Why can't I bring my mobile phone into the exam room?

Being in possession of a mobile phone (or any other electronic communication device, e.g. iPod, mp3 player, games console, headphones) is regarded as cheating and is subject to severe penalty from the exam boards. If you are found to have a phone in your possession (even if it is turned off), the exam board will be informed. This will lead to your disqualification from that subject and possibly others.

What do I do if I am going to be late for an exam?

Please phone the academy immediately informing reception of the details. Get to the academy as quickly as possible and you will be escorted to the exam room.

You must not enter an exam room without permission after an exam has started. The Examinations Officer will then decide whether you can still sit the exam.

What do I do if I am ill and cannot attend an exam?

If you are seriously ill and cannot attend an exam, please phone the academy immediately informing reception of the details. The Examinations Officer will then contact you to request further information. Medical evidence must ALWAYS be provided should any student miss an exam due to illness.

What do I do if I have an accident before the exam?

Inform the academy at the earliest possible opportunity so we can help or advise you. In the case of an accident which 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.

What if I have a medical appointment on the same day as an exam?

All medical appointments MUST be made outside exam periods. Any student who is absent from an exam due to this will be billed for the entry fee.

What happens if I do not turn up for an exam?

This will be treated as unauthorised absence and you will be required to pay the entry fee for that particular exam. This ranges from £15 for a module up to £60. This charge will also apply to students who fail to produce medical evidence when requested.

If I miss the exam, can I take it on another day?

No. Timetables are regulated by the exam boards and you must attend on the given date and time.

Do I have to wear school uniform?

Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

During my exam

What is my candidate number?

Candidate numbers are printed on individual exam timetables and seating plans which are displayed outside the exam rooms. You will be required to fill in this number on your exam paper. If you forget this number, do not worry as the invigilators will fill it in for you after the exam.

What is the school centre number?

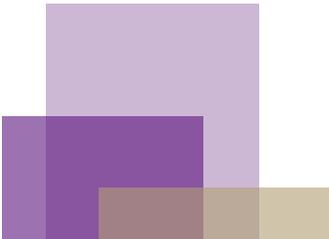
The centre number is 28160. It will be clearly displayed in the exam room and you will be required to fill in this number on your exam paper.

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

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

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 if you feel this may impact upon your performance.



What happens if I talk to a friend during the exam?

Do not attempt to communicate with or distract other candidates. If you do, all your exams, even those already taken, could be disqualified. You must be absolutely silent at all times when in the exam room, unless you need to talk to an invigilator.

How do I know how long the exam is?

The length of the exam is shown on your individual exam timetable under the heading 'Duration'. Invigilators will tell you when to start and finish the exam. The start and finish time will also be written on the board at the front of the exam room. There will be a clock in all exam rooms.

Can I leave the exam early?

You will NOT be allowed to leave the exam room early as this will disturb other candidates who may still be working. If you have finished your exam and have checked your answers thoroughly, you must stay seated in silence until the end of the exam. Do not distract any other candidates. If you do, all your exams, even those already taken, could be disqualified.

What do I do if the fire alarm sounds?

The exam 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 as you are still under exam conditions.

Can I go to the toilet during the exam?

Only if it is absolutely necessary. You will be escorted by an invigilator and you will not be allowed any extra time.

After my exam

When will I get my results?

Summer 2017 Results Day is Thursday 24th August 2017. Results will be available for collection between 9:00am and 12:00pm from the Main Hall.

What if I want to know more about my exams?

If you are ever unsure or have questions regarding your exams please contact the Examinations Office or ask your teacher for subject specific questions.

Useful Contacts

School Reception: **01909 475121**

