

## **EXAM FAQ's**

### **Pre Exams**

**I have my Statement of Entry but I am not sure if the exam codes are right. How do I find out?**

You will need to check with your Subject Leader and discuss with them.

**What do I do if there is an error on my Statement of Entry or an exam is listed that I am not taking?**

Discuss with your Subject Leader who will inform the Exams Officer immediately.

**What do I do if there is a clash?**

You don't need to do anything. If you have exams that clash, these will be rescheduled and new times will be shown on your **final** timetable. The exams whenever possible will take place on the same day. You will remain under supervision (isolation) between the two papers.

### **Exam Day**

**What do I do if I am late for an exam?**

Ring the school immediately. Report to reception on your arrival. Depending on how late you are the Exam Officer will make the appropriate. We do recommend that you plan your journey to school and leave earlier if necessary to ensure that you are on time.

**What happens if I am ill/ have a family crisis/ suffer a bereavement of a close family member when taking an exam and feel it has affected my performance?**

If you feel that you may be or have been at an unfair disadvantage when taking your exam, then you must let the Exams Officer know immediately before the start of the exam.

**What do I do if I fall ill during an exam?**

You must raise your hand and an invigilator will assist you. If you feel unwell before the exam you must tell the invigilator as this may affect your performance.

**If I miss my exam can I take it on another day?**

No. Exams are scheduled by the exam boards so you must attend on the day and time given.

If you have missed an exam through illness you must have visited your Doctor and completed a Self certification form (JSQ/ME Form 14).

**What equipment do I need for my exam?**

You are responsible for bringing your own equipment to your exams. This will not be provided for you. Each candidate should have black pens, pencils, coloured pencils, erasers, ruler, mathematics equipment etc. in a clear bag or clear pencil case. If you are allowed a calculator the lid must be removed.

**Can I go to the toilet during the exam?**

You are not allowed to leave the exam unless it is a medical requirement and a medical certificate has been submitted in advance. However, you will be permitted if it is absolutely necessary and will be escorted by an invigilator who will check the cubical before use. You will not be allowed any extra time.

**If I finish my exam before the finish time can I leave the room?**

No, as this may be disruptive to other candidates.

**What do I do if the fire alarm goes off during an exam?**

Follow the instructions given by the invigilator. Exit the room leaving all equipment and papers behind. You must remain silent. You will use the normal escape routes but will stand away from rest of the school in silence. You will be told when it is safe to re enter. The time missed will be added on at the end and the exam board will be informed of the disruption.

**Can I bring food and drink into an examination room?**

You can bring in a bottle of water, but it must be in a clear plastic bottle with any labels removed. If you are diabetic and normally allowed to have snacks in class, you must inform the invigilator before the exam starts. Any snacks must be removed from packaging and placed in a clear bag on your desk.

**Can I bring my Epi-pen in to the examination room?**

Yes. It must be placed on your desk.

**Do I have to wear school uniform?**

Yes. Candidates should wear school uniform unless you are an external candidate then smart/casual attire is expected.

**If you have any doubts or questions please come and see us in the Examinations Office.**