

Frequently Asked Questions EXAMS



You must be familiar with examination regulations & procedures

1. What do I need to know?

- a. **Examination timetable** as it shows all the examinations you have with times/dates locations & seat. ***You are responsible for being at the right place at the right time***
- b. **Advanced Information** has been provided by exam boards in 2022 (not all subjects) to help you focus your study/revision into aspects within the examination. ***Use it to support your studies***
- c. **Unauthorised Items & warning to candidate's posters** clearly display prohibited items and behaviours expected. ***Make the right choice to read and comply***
- d. **Instructions to Candidates & Non-Examination Assessment & Information to Candidates On Screen Exams** provide all the examination rules for written exams. ***Make the right choice to read and comply***
- e. **Candidate Privacy Notice** tells you about your data protection with exam boards.

2. What is a candidate number? Each candidate has a personal four-digit candidate number this is used by all exam boards to identify you. There is a card on your exam desk with your candidate number. ***You must write this along with your full legal name on all examination papers and coursework.***

3. Why do I need to check my statement of entries? You need to check you have been entered for all the right exams at the correct level or tier. You need to check the spelling of your name (legal name not preferred name) and your date of birth. ***Correct information will produce correct examination entries and accurate results certificates***

- 4. Why do I have to write my legal name on examinations?** If the name or date of birth on your exam certificates does not match your birth certificate it could cause you problems if you are asked to show them to a college / university or a potential employer. Your exam paper must match your exam entry name (legal name). ***Never write your preferred name on exam papers***
- 5. What happens if there's a clash on my examination?** A few candidates may have two or more subjects which are timetabled at the same time by the exam boards these are known as clashes. The exam office will have reviewed your situation against the rules and adapted the timing to remove the clash situation. You may have a short, supervised break between papers of no more than 20 minutes during which you remain in exam conditions. ***Your timetable will be different to others taking those same examinations.***
- 6. Why does school need a valid contact number for me?** National exams are very carefully regulated. Each exam takes place at the same time all over England and Wales and abroad. We need to be able to contact you so if your home telephone number has changed inform reception now. ***No shows will be contacted as you are expected to attend your scheduled exams. Non-attendance will result in exam entry fees being charged to you***
- 7. Will my exam timetable change?** If there is any change whatsoever to your original exam timetable you will be issued with a new one with the change clearly highlighted. ***You need to attend at the correct time for your exam.***
- 8. What is the exam contingency day?** It is a day defined by exam boards as an examination day which would be used if nationally there was disruption to examinations. You will be informed if/when contingency occurs. ***You need to be available on the contingency date, Wednesday 29th June 2022***
- 9. Why do students have different exam lengths and arrangements for the same exam?** Access arrangements are reasonable adjustments where there is a proven need for a

candidate who would have a substantial disadvantage in undertaking an exam/assessment. The arrangements provide a candidate with an equitable level within the assessment to all other candidates. This may be through equipment or extra time provision. ***Check for an access arrangement on your exam timetable.***

- 10. How do I know if I have an access arrangement?** You should already know as it will have been in place and used within mock examination and all classroom work/assessment. Arrangements are reviewed regularly to ensure the need is still evident and non-used arrangements are adjusted. ***Check your access arrangement on your exam timetable.***
- 11. What if I am ill or have an accident before the exam?** Illness & accidents happen but examinations are not flexible. Firstly, assess if you can still attend the exam. A headache is uncomfortable but could be medicated and the exam undertaken. An injury which makes you unable to write it may be overcome by using a word processor or providing a scribe. We would ensure any circumstances with medical evidence (from your GP or hospital) have a special consideration application to provide context of the situation to the exam board. ***Contact the exam office immediately so we can give appropriate advice.***
- 12. What is a special consideration?** Special consideration is given to a candidate who has temporarily experienced illness, injury or some other event outside of their control at the time of the examination / assessment. It is applied when the issue or event has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment. Examples of such circumstances may be illness, accident or injury, bereavement, or domestic crisis. The rules relating to special consideration are defined (https://www.jcq.org.uk/wp-content/uploads/2022/02/Guide_to_spec_con_process_2122_Feb22.pdf) Be aware that any adjustment is likely to be small and no feedback is ever provided. Special consideration adjustment to the marks of a candidate ranges from 0% to 5%. ***The Exams Officer must be informed immediately so that the necessary paperwork can be completed. You will be required to provide evidence to support the application.***

- 13. Must I wear school uniform during the exams?** Yes, you must wear school uniform whenever you are in School. ***This is a time to focus on the exam free of appearance distractions***
- 14. What equipment do I need to bring to exams?** You are responsible for providing your own equipment. You must not lend equipment or borrow from another candidate. Only materials listed on the question paper are allowed in the examination room. Check the equipment list at the start of the exam on the front of the exam paper. ***If you are missing an item raise your hand to make the invigilator aware, they will try to help but cannot be guaranteed to have the item you need***
- **Black** ballpoint pens, **No blue pens or gel pens**
 - Coloured lenses glasses/clips (If applicable – replace colour paper provision)
 - Pencil, sharpener and eraser
 - Ruler with cm and mm
 - Highlighter pens
 - Mathematical equipment (where allowed)
 - Transparent and clear water bottle **No label, no colour, no embellishments**
 - Scientific calculator **No lid /cover** (Maths & Science but not in Maths non calculator paper 1)
 - Coloured pencils (Design Tech)
 - Transparent holders
- 15. Who are invigilators?** Invigilators are employed to conduct and supervise examinations ensuring the school and you follow the rules. You should behave in a respectful manner, always listening to and following their instructions. Raise your hand with concerns / queries relating to the examination environment / technology / procedures / equipment / health and the invigilator will approach to assist. They will not discuss the examination paper or explain the questions, they are not permitted to! Always raise issues as they occur and do not leave matters until after the exam. The invigilators move around the exam room to supervise all candidates equally. Any candidate who is disruptive or behaves in an

unacceptable manner will be removed from the examination room. ***Invigilators are there for your benefit so we can show you are superbly complying to the rules***

- 16. When am I expected to arrive for exams?** You must arrive in school at **least 15 minutes** before the start time of your exam (Having already taken a bathroom break). You will be expected to be sitting at your exam desk and the exam commencing at the time defined as the start on your timetable. Make sure you are mentally and physically prepared without last minute rush, and it is a good idea to have eaten before an exam. ***Be on time or even be early, be ready and prepared so you can be the best you can as you start.***
- 17. If I'm late, can I still sit the examination?** You must notify the school that you are going to be late. Switch off your mobile phone (hand all devices to whoever is bringing you in to school so we can evidence you would not have had access to the internet and could sign a statement to that effect). If someone is bringing you in to school, they need to accompany you into reception. If it is still possible for you to sit the examination a member of exams staff will escort you to the exam room. Never enter an exam room without permission after an exam has begun. Depending on the situation you will be allowed the full time for the exam. If you arrive very late the school must inform the Exam board, giving the reason and evidence for your lateness. The board may decide not to accept your work, but a report giving all the extenuating circumstances and confirming your phone was switched off could help with the decision. ***Timely exam attendance is vitally important, you should plan to avoid late circumstances***
- 18. If I miss the examination, can I take it another day?** No. Timetables are regulated by the Exam Boards, and you must attend on the given date and time. ***If you do not attend a timetabled exam, you will be charged the entry fee.***
- 19. Where do I put my belongings?** Leave all belongings (not allowed into the exam room) in the sports hall changing room or small hall (if exam is in the main hall). If you are in a different room to these, you will be told by the invigilator where belongings should be placed. Wait quietly outside the exam room until you are invited inside by the invigilator,

Exams Officer or the member of the Senior Leadership Team. ***Do this without dawdling and remember pre-exam nerves are different for everyone so during this time be respectful and kind to each other.***

- 20. What do you mean by exam conditions?** This is an environment which meets the rules and applies as soon as you enter the exam room, such as there must be complete silence; not to distract or communicate with other candidates in any way. When seated you must always face the front. If you need anything before or during the exam you must put up your hand and wait for an invigilator to come to you. ***Make the right choice to behave in the manner expected within the exam room.***
- 21. What happens at the start of the exam?** The exam paper will be on your desk, **DO NOT** touch this until told to. The Invigilator will give you instructions, listen carefully, these will include information about the exam paper, when to start and finish, equipment, and what to complete on the front. You will be asked to check your paper and tier level before the exam starts. ***Read, check and if something is wrong, immediately put your hand up***
- 22. When do exams finish?** Exams start times are on your timetables (mainly 9:00 am or 1:15 pm) along with the length of the exam. Finish times vary depending on the length of your exam. Lunchtime is adjusted during summer exam season. Even when the exam is finished all papers must be collected before candidates are dismissed row by row. Check your timetable as some exams go beyond the end of the school day. Do you need to make alternative transport arrangements to get home after some of your exams? ***Think ahead and organise this.***
- 23. What is the centre number?** It is the number which we are registered with the examination boards and is **22207**. It is used to associate the exam paper to our schools' candidates (along with an individual's candidate number). ***It is always clearly displayed in all examination rooms.***

- 24. What equipment must I NOT have in my possession in the exam room?** This list is endless, read Instructions to Candidates. It is better to focus on what can be in the room as the equipment list is very limited. Whilst you should have left all devices in with your belongings. You are given a final warning at the beginning of each exam to hand in any devices so they can be removed from the exam venue. If you are found to have anything with you which is not allowed, even if you did not intend to use it, this will be reported to the Exam Board. The normal practice in these circumstances is to disqualify the candidate from the paper or subject. However, the board could decide to disqualify you from any subsequent exams you are also entered for. ***Do not take items in an exam room that breaks the rules the consequences are not worth it.***
- 25. What if I think there is an error on the paper as I work through it?** If you think something is wrong with the paper put up your hand and wait for an invigilator to come to you. ***If something is wrong during an exam immediately put your hand up***
- 26. Can I go to the toilet during an examination?** You must go to the toilet well before your exam starts and invigilators will encourage you to wait until the end of the exam. Medical cards for this reason must be with you to show to an invigilator. If it is a medical or absolute necessity to take a toilet break you will be accompanied / supervised throughout your time outside the exam room. You will not receive any extra time unless it is a medical situation. Any entering or leaving the exam room potentially disturbs other candidates. Raise your hand if it is an absolute necessity. ***Go before exams, even if you do not think you need to, try 😊***
- 27. What if I feel ill during the exam?** Put your hand up and an invigilator will assist you. You should always inform an invigilator if you feel ill before or during an exam. If you think this may have affected your performance, you should inform the Exams Officer straight after the exam. ***Don't suffer on just because you are in an exam, we can assist you in relation to medical matters***

- 28. What happens if there is a fire alarm during an exam?** Upon hearing the fire alarm during an examination put your pens down close the exam paper. You will be told by the lead invigilator what to do. You must remain in exam conditions throughout. If it can be identified as a false alarm you will most likely remain and wait in the exam room until the alarm stops and then re commence the exam with all lost time added on to the end of the finish time. If it is decided an evacuation of the exam room is needed you will leave all items within the exam room and leave the room in groups as instructed by the invigilator. You will be escorted to a designated assembly point. **YOU MUST NOT COMMUNICATE WITH ANYONE** during the evacuation, complete silence must be maintained, and no interaction can occur between candidates. Upon return to the exam room the invigilator will recommence the exam, you must await these instructions. The time of the evacuation will be extended onto the exam end time and special consideration will be applied for the entire cohort advising of the incident. ***Follow instructions to avoid breaching rules and jeopardising your exam.***
- 29. What if I finish the exam early?** You will **NOT** be allowed to leave an examination room early. Use all the remaining time to review your answers; consider if you want to add more to answers or change answers. You can also check the exam instructions on the front to check you completed all the areas of the paper expected. Perhaps also check that you have completed your details correctly on the paper. If you are sure you have finished the paper to a level you are happy with you must sit quietly facing the front. Do not turn around or look about the room, make any noise or distract other candidates in any way. ***Time is valuable, use it all on completing the exam and not staring at the walls***
- 30. What happens at the end of the exam?** The invigilator will announce when the exam has ended; remember different candidates have different end times so whilst you have ended others may still be working, be silent and remain still. Remember to cross out any rough work (single line through) that you do not wish to be seen and marked before the exam ends. You must stop writing **IMMEDIATELY** when told the exam has ended. If you have used more than one answer book or loose sheets of paper, ensure your candidate details are on

each piece of paper. Place additional paper in order and insert into the exam booklet. Invigilators will collect all question papers, answer booklets and additional unused paper.

You must remain in exam conditions whilst within the exam room. Stay seated in silence until told to leave the exam room, collect up your equipment, leave in silence and be considerate of others who remain working. Collect your personal belongings quickly and quietly. You will be in the location of other rooms with examinations in so until you leave the entire area you should remain silent. ***Follow instructions and hold that post exam chatter until you are well away from all exam rooms and exam areas***

- 31. How do I get my exam results?** Year 13's can collect their results from school on Thursday 18th August from 08:30 until 12:00. Year 11's can collect their results from school on Thursday 25th August from 08:30 until 12:00. Career and sixth form teams are present on these days to support you in considering your next steps. ***Be respectful of others in the room, sharing of results may not be desired by some candidates, respect personal space of candidates opening results.***
- 32. Can someone else get my exam results?** If you wish for another person to collect your results on your behalf, you must give written authorisation naming the person collecting for you to the Exams Officer before the summer holidays. You could also use your school e-mail address and e-mail permission to the exams officer at llanghorn@stpetershuntingdon.org
Plan ahead for collection of results
- 33. Can you contact me with my exam results?** Results are never given out over the telephone, by text or e-mail. The electronic form of results is shown within Go 4 Schools. ***The result is the personal data of the candidate and must have associated security along with the assurance of receipt by the candidate or authorised representative.***
- 34. Can you post my results?** Yes, you must provide a large stamped addressed envelope to the Exam Office before the summer holidays and the results will be posted out to you, at the

end of results day. Remember to provide your candidate name and number with your envelope. A large envelope needs higher postage than a standard envelope, the school will not cover the difference in cost, under postage payment may result in a delay to a postal delivery of your results. ***Post will only be delivered if the self-addressed envelope is A4 and the postage is paid***

- 35. What if I am not happy with my results?** Make this known to the staff on site during results day as you can discuss why you are not happy with your results. The staff have access to the grade boundaries, these can often provide more context on the achievement gap to your expectations. ***Do not panic if results are not as expected there are always choices and pathways which can be explored.***
- 36. I think my exam result is wrong.** Make this known to the staff on site during results day as you will need to discuss why you believe your result is not correct. The school will double check the results slip. If the school thinks you have missed out on the next grade by a mark, we may decide to apply to the board for a review of marking and pay the cost for you. You need to give signed permission for this before a review can be requested (Forms are available on results day). You have the right to request a review of marking yourself, but you will need pay the cost for this. You should be aware that a review could result in your grade going up, down or staying the same. Please consider advice carefully before making this request as once made it cannot be cancelled. ***The exams office can help you through the post results services.***
- 37. What are the post results service available?** Clerical re-checks - This service checks that all parts of the script have been marked; check of the totalling of marks; and a check of the recording of marks. Reviews of marking - This is a post-results review of the original marking to ensure that the mark scheme has been applied correctly. Access to Scripts - This service allows candidates to pay for the original or a copy of their script. Please note if the original is requested you cannot then request a review of marking as the security of the script is compromised. ***The exams office can offer advice on these services and the criteria to apply***

- 38. When do I get my exam certificates?** These will be available for collection from school between 15:15 – 19:00 on Thursday 15th December. If you are at university or unable to attend, complete the authority to collect slip inside your results envelope and return this to the school to authorise collection by someone else on your behalf. Examination Certificates are important documents these should be collected and stored safely. Please note the exam board will charge you in future years if you require a copy. Schools must keep certificates for one academic year after which they can be destroyed. ***Make sure you collect your certificates***
- 39. Where can I find out more about exams?** Up-to-date information about exams is displayed on the Exam Notice Board which is located by the sports hall changing rooms. All exam seating plans will be displayed here. Please visit the exam office if you have any other questions not covered in the materials you have been provided with.

Remember if you break examination rules

or regulations you could be disqualified from all subjects.

The school must report any breach of regulations to the Exam Board