

St John Rigby College

EXAM

FAQs



Please read this information carefully.

You must also read the JCQ Notices to Candidates very which can be found on the College website under 'Student Information', and in the Exams area of the Student Intranet.

REMEMBER THAT IF YOU DO NOT STICK TO EXAM REGULATIONS, THERE COULD BE SERIOUS CONSEQUENCES SUCH AS LOSING THE MARKS FOR A PAPER, A WHOLE SUBJECT OR EVEN ALL OF YOUR EXAMS.

- **What should I do if I am too ill to go to an exam?**



You should try your very best to attend every exam that is printed on your personal timetable. If you are absolutely too ill to make it to your exam, then you MUST telephone college on **01942-214797** before 9:00am (morning exams) or 12:30pm (afternoon exams) and ask for a message to be passed to the Exams Officer that you are too ill to attend your exam(s). Leave a voicemail if no-one answers. If you miss an exam due to illness, you must hand in a doctor's note **within three days of the missed exam**. If you do not bring a doctor's note, you will be invoiced for the exam entry fee.

- **What should I do if I am ill during my exams, but able to attend?**

You should always let us know if you are unwell at exam time, preferably before you sit your exams. Go to Main Reception and ask to see the Exams Officer to explain the problem, or see your Personal Tutor. We can then help you out as much as possible.

- **How will I know when and where my exams will take place?**

You will receive a Personal Exam Timetable via email from the Exams Officer. This will show all the details you need (date, time, room, seat etc) for all the exams you've been entered for, including any resits. **If you think any exams are missing from your timetable, you MUST tell the Exams Officer as soon as possible – email exams@sjr.ac.uk**. Please make sure you check the dates and times carefully – especially whether exams are in the MORNING or AFTERNOON. If you miss an exam because you have read your timetable wrong, there is absolutely nothing we can do about it – AND you will be invoiced for the exam entry fee.



- **At what time will my exams start and finish?**

For GCSE and AS/A-level exams, **morning exams start at 9.15am** and **afternoon exams start at 1.30pm**. Other exams (such as Functional Skills) may be at different times and if this is the case, your teacher will let you know the start time. You should arrive no later than 15 minutes before the scheduled start time. End times will vary depending on how long individual exams are, whether you are entitled to extra time, etc. **Be aware that exams may finish later than the time stated on your timetable**, depending on whether the start was delayed – always allow extra time if you are planning transport home.

It is your responsibility to arrange alternative transport home if you are due to finish an exam after 4pm and therefore miss the college bus.

- **What is 'Lunchtime Supervision'?**

If the total time of your scheduled exams added up to more than 3 hours on one morning or afternoon session, then they will already have been rearranged to avoid this, and you will have a period of lunchtime supervision. **The Exams Officer will inform you directly, by separate letter, if you have lunchtime supervision, and there will be a card on your desk during your morning exam to remind you**. You should bring a packed lunch on these days, as you may not be able to go to the refectory or shop.

Please note that you will not be allowed to come into contact with any other students and must remain with your supervisor at all times. If you break the conditions of supervision, you will not be allowed to sit your afternoon exam, and the marks from your morning exam may be cancelled.

You will not be allowed to go to the smoking area during lunchtime supervision.

- **It looks like I have more than one exam on at the same time – what do I do?**

Your timetable may show more than one exam on the same morning or afternoon: this is correct and they will take place one after the other; check the start and end times.

- **Am I allowed to take my iPod and mobile phone into the exam room?**

The JCQ (exam board) regulations state that you must not

'take into the examination room any unauthorised materials or equipment which might give you an unfair advantage. This includes notes, calculator cases/instruction leaflets, bags, personal TVs/stereos, digital equipment, reading pens, electronic communication/storage devices, **including mobile telephones**, iPods, MP3/4 players or any other products with text/digital facilities.'

At SJR we do not currently have anywhere for you to lock away your belongings, therefore for security we do allow you, if absolutely necessary, to bring your bags into exam rooms (as long as they are left at the back/front as instructed by the invigilators).

HOWEVER, you are responsible for making sure that any electronic items left in your bag are properly switched off and no alarms are set. It's best to remove batteries from phones and unplug earphones from iPods.

If any noises are emitted from a bag during an exam, the bag will be removed and the disturbance reported to the exam board.



- **Will I be allowed to take a snack and a drink into the exam?**

You are allowed to take into exam rooms a **clear plastic bottle of water with the label removed** and **plain sweets with the wrappers removed**. No other food or drink (including chewing gum) is allowed, unless needed for medical reasons (e.g. diabetes).

- **What should I do if there is a bereavement in my family during the exams?**

Make sure that you let us know of your loss. If you don't feel able to tell the Exams Officer directly, then tell one of your teachers, your Personal Tutor or a member of the Chaplaincy team and they will pass the message on to the Exams Officer. We can then make appropriate arrangements to help you, and can also apply to the board for Special Consideration.

- **My friend told me about something called Special Consideration – what is this?**

A *Special Consideration Form* will be sent to the exam board on your behalf if you inform us of something that has affected your performance on the day of an exam. This could be illness, trauma or bereavement, for example. The exam board will then assess the application and if it is accepted they will apply a small allowance to your mark. It's always better to tell us in advance if something has happened that may affect your performance in an exam, however if something happens on the day of the exam itself you must inform the Exams Officer, or another member of staff, **preferably within a week of taking the exam**. You are entitled to Special Consideration if something beyond your control has affected your exam performance, and may be disadvantaged if you don't claim it!

Make sure you always tell a member of staff of any problems, then College can do everything possible to help you.

- **What equipment do I need to take to my exams?**

You must bring your college ID to every exam with you. If this is not possible then you must bring alternative photographic ID, otherwise you will not be allowed into the exam room. Your basic exam kit should consist of **2 black pens** (no other colour is permitted, and they must NOT be gel pens, or erasable), **2 pencils (HB)**, **rubber**, **ruler** and **pencil sharpener**. These should be brought in a **clear plastic pencil case or bag**. You may also need other specialist equipment or resources such as calculator, compasses, protractor, set text, etc.

Check with your subject teacher, and make sure you have all the necessary equipment or resources. They will not automatically be provided in the exam room for you.

- **When will I get my exam results?**

For GCSE and AS/A-level exams, results arrive at the end of August. You will be sent a letter during the summer holidays telling you the exact dates and times for collecting results. Final certificates for GCSE and AS/A levels will be available for collection around the end of November. You will be contacted when certificates can be collected.

A MESSAGE FROM THE EXAMS OFFICER...

All the exam boards have **very** strict exam regulations. I will have emailed you a link to these documents before the Christmas holidays – they are called the **JCQ** (Joint Council for Qualifications) regulations – **PLEASE make sure you have read them carefully**. You can also access these documents on the Student Intranet *Exams Information* page.

The exam boards make it clear that:

- Their official exam sessions must be run under strictly fair and secure conditions, with no form of deception or malpractice. This rule severely excludes **ANY** form of communication between candidates during an exam, as well as any other practice that could be perceived as an attempt to cheat.
- Anyone attempting unfair practices can expect cancellation of exam entries and to be responsible for paying the fees that this will incur, as well as possible exclusion from any exams for a period of up to 5 years.
- Your exam invigilators are there to make your exams run as smoothly as possible, and to help you: however, they **HAVE** to stick to the rules; they **HAVE** to report to me **ANYTHING** that they feel could be suspicious or against the rules. I **HAVE** to report incidences of suspected, or actual, malpractice to the relevant awarding body.

Please don't risk wasting all your hard work by unintentionally breaking a simple rule just because you didn't read the information that was provided for you.

MAKE SURE YOU KNOW THE EXAM REGULATIONS, AND STICK TO THEM.

If you have an exam-related problem, or there is something you don't understand, please ask a member of staff for help. This could be your subject teacher, personal tutor, a member of the Chaplaincy team, myself, or any other member of staff. They will contact me and ask for advice on your behalf.

As long as you tell someone as soon as possible about a problem relating to exams, I should be able to do something to help.

You can come and talk to me at any time if you have an exam problem; please ask at Main Reception.

Finally - GOOD LUCK WITH YOUR EXAMS!

Sonia Coatsworth
(Exams Officer)

