



Exam Protocol – FAQs

FAQ: How do I know when my son/daughter has an exam?

ANS: They have all been issued with a personalised timetable by the exams office but you can access a general timetable on the school website.

FAQ: When do the students need to arrive at the exam venue and how do they know where to go?

ANS: They need to be at the exam venue fifteen before the published start time of the exams. The start time is on their individual timetable. You will have received a copy of this via School comms.

FAQ: How do students know where to sit in the exam hall?

ANS: The seat numbers are on the student's time table this can be different for every exam so they must ensure they know this. The desks in the exam hall are all labelled with numbers these correspond to the seat numbers on the student's timetable. There is always plenty of staff available in the exam hall to help students find their seats.

FAQ: What happens if my son/daughter is late for an exam?

ANS: The exam boards have clear rules and regulations about lateness to exams. If a student knows they are going to arrive late they must make contact with the exams office immediately. We make every effort to contact home if a student does not arrive for an exam. Any student who arrives late **may** not be given extra time in which to finish the exam. If they arrive more than 30 mins **late this will have to be reported to the exam board and their paper may not be marked** and will be awarded no score in that exam. This will have a very severe effect on their overall grade.

FAQ: What do the students need to wear to exams?/strong>

ANS: Year 11 students must wear full school uniform including school shoes.

FAQ: What should I do if my son/daughter is ill on the day of an exam?

ANS: You should contact the school and ask to speak to the exams office as soon as possible. **You will need to get a letter from the Doctor/Hospital to certify that your son/daughter was too ill to attend the exam. This must be done within seven days of their last exam. This will then be sent to the exam board for special consideration (there is no guarantee that this will be accepted and you son/daughter could fail the exam). If we do not receive a completed doctor's form your son/daughter will fail the exam and you will be billed for the missed exam.**

FAQ: Are students allowed to leave the exam room early?

ANS: **NO!** Students who finish early are not allowed to leave and must spend the time checking their script and continuing to abide by the rules of the exam board. Students who

doodle/graffiti on their scripts run the risk of the exam board disqualifying them from the exam.

FAQ: Are the students allowed to take phones into the exam room?

ANS: No electronic equipment is allowed in the exam Hall. If they are found with electronic equipment the exam board has the right to disqualify them from the exam and possibly all other exams they have taken. Students should leave electronic equipment at home if possible or make sure it is switched off and handed in before they enter the exam Hall. Any student handing in an electronic device when in the exam hall will have to pick it up from the exams office at the end of the school day.

FAQ: What happens if my child talks, disrupts or attempts to cheat in the examination?

ANS: if your son/daughter is suspected of malpractice they will be warned that they may be removed from the exam room and that the awarding body will be informed. A report will be completed and along with any evidence and sent to the awarding body this could result in the student being disqualified from that exam and any other exams they have taken during that exam season.

FAQ: Are students allowed to take food or water in to an exam?

ANS: There is no food allowed students are allowed to take a clear plastic bottle of water with all labels removed.

FAQ: What equipment does my son/daughter need to bring to the exam?

ANS: Students must write with a black biro pen in all exams. They will also need pencils, erasers, a ruler, compass, Highlighter and calculator (maths and other subjects as well) which must be in a clear bag or clear pencil case. Students who do not arrive with the correct equipment will face delays and may be disadvantaged as they may not be familiar with equipment they have



borrowed. The school has a limited supply of equipment so please make sure your son/daughter as all the items listed in the student's handbook.

