

EXAMS

Handbook

September 2021 | September 2022





**every success story is
a tale of constant adaption,
revision and change.**
richard branson

We hope you will be successful in your exams.
Careful preparation and revision is key to success!

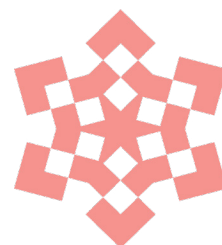


The following information is designed to help you avoid any problems
and achieve your best.



PLEASE REMEMBER

Failure to comply with exam rules and regulations may result in disqualification,
not just from one exam, but all qualifications!



CONTENTS

General information

.....

Attendance / Arriving Late / Illness

.....

Essentials

.....

Conduct

.....

Mobile phones / Malpractice

.....

Fire Safety

.....

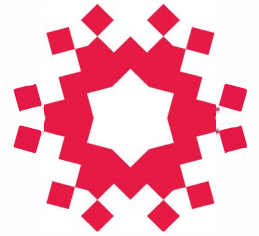
Results & Certificates

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Important Information

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GENERAL INFORMATION



All morning exams begin at **9:00** and afternoon exams at **13:30**
You should:

**ARRIVE AT THE EXAM ROOM IN PLENTY OF TIME -
AT LEAST 15 MINUTES BEFORE THE EXAM IS DUE TO START.**

Exam clashes

Sometimes students have more than one subject scheduled to take place at the same time. This is referred to as an 'exams clash'. Clashes fall into three categories:



'Back to Back'

Two exams scheduled for the same time, where the total duration is less than three hours. In this instance you will sit the exams one after another. There will be a short break in between whilst invigilators collect the first exam paper.



'Lunch Supervision'

Two or more exams scheduled for the same time, where the total duration is between 3 and 6 hours. The exams office will re-schedule one exam to take place in the morning/afternoon session (of the same day) and you will be placed on 'lunch supervision' in between the exams. You are expected to bring lunch and revision material. You cannot have access to electronic devices (phones/lpads/laptops during this time). Depending on the clashes you may not be able to talk to other students.



'Overnight Supervision'

Three or more exams scheduled for the same day, where the total duration exceeds 6 hours. Overnight supervision arrangements should only be applied as a last resort and once all other options have been exhausted. The exams office will re-schedule one (or more) exam(s) to take place the following day - this may include Saturday! You will be placed on overnight supervision where strict regulatory requirements must be adhered to. The exams manager will meet you and your parents to explain this process and ask you to sign documentation confirming you will adhere to the regulations.

Student individual timetables are sent to college email accounts 2-4 weeks before the start of exams. These timetables will show the room and seat number for each of your exams.

Daily Seating Lists will be displayed on noticeboards outside the Exams Office [MBI.9]

You can also find general exam dates on the college website (<https://www.asfc.ac.uk/student-life/exams/timetables>) or canvas (college community/exams/regulatory information and timetable).

Check your timetable carefully.

Do not assume all exams are in the sports hall.

Lots of classrooms are used for exams, particularly on busy exam days.

ATTENDANCE



All students are expected to arrive on time for all exams, the college will not award additional time for those who begin late.

LATENESS

If you are running late, you **MUST** telephone college 0161 330 2330. Tell reception you have an exam and the reason you are late. If the exams team know you are running late, we may be able to award your full time.

Don't panic. Go straight to your exam room. Invigilators are there to help and will advise you of the next steps.

If you are more than 60 minutes late the exam board may not accept your paper unless your lateness was due to exceptional circumstances. Getting up late or forgetting/misreading your timetable are not acceptable excuses.

If you **MISS AN EXAM** you will be charged the exam fee (unless there are exceptional circumstances to explain your absence or a medical letter can be provided).

ILLNESS

Inform the Exams Office **IMMEDIATELY** of any health problems as special arrangements may need to be made to help you sit the exam e.g. in the case of a broken hand or arm you may need someone to write down your answers.

It is your responsibility to notify College if you are ill. You must speak to the exams office to discuss your illness. You will need to get a doctor's note explaining your illness for the exams team to request special consideration.

SPECIAL CONSIDERATION

It is your responsibility to notify College if you are ill, suffer a bereavement or other trauma, or be disadvantaged or disturbed during an exam. Requests for Special Consideration in these circumstances must be made to the Exams Office within three days of the exam and supported with appropriate evidence e.g. a letter from your Doctor.

ESSENTIALS



Check well in advance of the exam and before you come to College each day exactly what equipment you need.

It is your responsibility to arrive with the correct equipment. A black biro is compulsory and must be used for all exams.

Ensure that you have at least 2 good pens which must be **BLACK** and any other mathematical or specialist equipment you are likely to need (see subject tutors for specific information).

College are not obliged to provide any equipment for use in an exam, without it you may be disadvantaged and may not be able to answer some of the questions. It is your responsibility to arrive with the correct equipment.

Only clear pencil cases are allowed (clear plastic bags could be used).

Highlighter Pens are allowed but must not be used to highlight answers only questions.

Tippex or any other form of correction fluid or pens are not allowed.

It is your responsibility to produce legible handwriting.

Food or Sweets are not allowed in exam rooms.

Only drinking water in clear bottles (label removed) is allowed.

CONDUCT



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**Quiet, courteous behaviour and SILENCE is expected at all times
in any exam room.**

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You should not enter an exam room without the Invigilator's permission. Once entering the room you must be silent. Locate your seat, sit down and await instructions. If you cannot find your seat ask an Invigilator. Do not turn around or speak to any other students.

You should not fill in your answer booklet until asked to do so.

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DO NOT DISTURB OTHERS!

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If you are late it is important to observe the above to show consideration to those who are already working on their exam paper.

You may not leave an exam room until dismissed by an Invigilator. Students will remain in the room for the full length of their exam.

Do not make any unnecessary or inappropriate comments or draw/doodle on your exam paper as it may not be accepted by the exam board and could lead to disqualification.

When the invigilator calls time on your exam, you should;

1. Stop writing immediately. You are gaining an advantage over others if you continue and would be reported to the exam board.
2. Make sure all of your answer booklets and any additional sheets have been filled in correctly and signed if applicable.
3. Place any additional sheets inside the answer booklet. Ensuring you have fully completed all personal information.

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**Leave the room as quietly as possible.
Remember there may be other students sitting a longer exam in
the same room or in a nearby room(s).
You should not talk until you are outside the exam room and cannot disturb others.**

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MOBILE PHONES



**MOBILE
PHONES**

**WRIST
WATCHES**

**IPODS/
MP3/4
PLAYERS**

**potential
technological/
web enabled
sources of info**

FITBITS

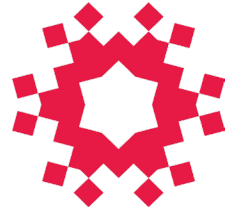
**HEAD-
PHONES**

**are NOT ALLOWED
in any exam!**

- Mobile phones should be switched off and left in your bag in the changing rooms (if in the sports hall) or in the area set aside for personal belongings.
- If a mobile phone, wrist watch, or any of the above devices are found in your possession even if it is switched off, the college will report it to the exam board and you may be disqualified.
- Your personal belongings remain your own responsibility, College accept no liability for any loss or damage.

MALPRACTICE

College have a zero tolerance approach to any form of malpractice.
All instances of potential malpractice will be reported to the exam board. It is exam board's decision as to what penalty, if any, is applied.



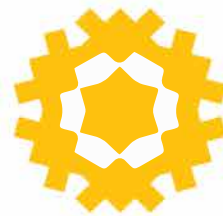
EVACUATION & EMERGENCY PROCEDURE

On hearing the alarm the Invigilators will;

- Stop the exam and make a note of the time so that suitable additional time can be added when the exam resumes.
- Advise you to leave all question papers and scripts in the exam room and evacuate the building in silence.
- Evacuation routes are displayed on the rear of all classroom doors.
- You must leave your coats, bags and all exam materials in the room.
- Take a register at the assembly point, keep you separate from other students and maintain silence.
- If it is safe to do so you will be instructed to return to the exam room, the exam will be re-started and the time added to the original finishing time of the exam.
- A Special Consideration request form will be completed and submitted to the Exam Board on your behalf to ensure that you are not disadvantaged by the incident.

DO NOT discuss the exam with anyone or attempt to contact any other student whilst the fire evacuation is in place. You are still under exam conditions and should remain silent throughout this evacuation. Any talking would be reported to the exam board and could lead to disqualification!

RESULTS



Results slips will be emailed to your college account from 8:30 on the relevant results day;

November 2021 Exams
Thursday 13 January 2022

Y2 H & S Care CACHE
Monday 4 April 2022

Y1 Childcare (CACHE)
Wednesday 6 April 2022

Y2 Childcare (CACHE)
Wednesday 4 May 2022

Summer 2022 GCSE/L3 Vocational
TBC

Summer 2022 GCSE/L2 Vocational
TBC

Results will not be given out over the phone,
to an alternative email address or to a third party -
Remember to re-set your college password.

POST RESULTS



Following the publication of results the exam boards offer a number of services if you have any queries.

Should you wish to request a post results service, you can download the post results application form from the college website. This includes the services available, fees and deadlines for each option.

The application form can be found by visiting;

canvas  **community college ; exams ; results information**

asfc.ac.uk  **student life ; exams ; results ; post results services**

CERTIFICATES

Certificates will be retained in College and will be available for collection in January of each year. Certificates can be collected from the main college reception. If you are unable to collect certificates, you may provide a letter of authority for someone to collect on your behalf.

IMPORTANT NOTICES

These notices are available on:

canvas  **college community ; exams**

asfc.ac.uk  **student life ; exams**

- JCQ Information for Candidates - Written Examinations
- JCQ Information for Candidates - On-screen Tests
- JCQ Information for Candidates - Social Media
- JCQ Warning to Candidates
- JCQ Warning Notice - Mobile Phones
- JCQ Information for Candidates - Privacy Notice