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#TeamWoodhey

Frequently Asked Questions

What time do exam sessions start?

We normally start exams at 9.00am for morning sessions and 1.15pm for afternoon sessions. You need to arrive at your exam room **at least 15 minutes before the start of your exam**. The length of exam papers varies and sometimes afternoon exams will not finish until after school. Please check your exam timetable carefully so you are aware of what exams you have, on what day and at what time.

What should I do if I have an accident or am ill before the exam?

Phone school at the earliest possible point, 01706 825215, so we can help or advise you. In the case of an accident that means you are unable to write, it may be possible to provide you with a scribe to write your answers or a laptop but we will need as much prior notice as possible. You will need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf.

What should I do if I feel ill during an exam?

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam.

If I am late, can I still sit the exam?

If you are late for an examination, it MAY still be possible for you to sit the exam. You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the examination room. You must NOT enter an examination room without permission once an examination has started.

If you start the exam more than 1 hour after the published starting time, we will have to inform the awarding body who may decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed you still arrive on time. For exams which last less than one hour, we have to inform the exam board if you arrive after the exam board's published finished time or 30 minutes after the exam board's published start time.

What is special consideration?

Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents/carers should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness (affecting performance on the day of the exam), accident or injury, bereavement or domestic crisis. The Exams Support Officer must be informed immediately, so that the necessary paperwork can be completed. The candidate will be required to provide evidence to support such an application.



**Shaw
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registered in England (no 09067175)
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What should I do if there is a clash on my timetable?

We will re-schedule papers internally (on the same day) where there is a clash of subjects. You will normally sit one paper then have a break during which time you will be supervised and must not have any communication with other candidates. You will then sit the second subject paper. You will receive a letter containing details about the arrangements for the clashing exams. It may be necessary for you to bring a packed lunch if you have examinations in the morning and the afternoon as you will have to remain supervised until both examinations are completed. Any concerns please contact the Exams Support Officer.

If I miss an exam can I take it on another day?

No. Timetables are set by the exam boards, you must attend on the given date and time for public exams.

Do I have to wear school uniform?

Yes, normal school uniform regulations apply.

What equipment should I bring for my exams?

You should bring at least 2 pens (black ink only, no gel pens or erasable pens), at least 2 pencils, a ruler, an eraser and a pencil sharpener. All your equipment must be brought in a transparent pencil case or a see-through clear bag. For some exams you will need a calculator, compasses and a protractor. You must not attempt to borrow equipment from another candidate during the examination. You are responsible for providing your own equipment for all exams. There must be no writing of any kind on your equipment.

Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers which have printed instructions or formulae.

Calculators must not:

- be designed or adapted to offer any of these facilities:
 - language translators;
 - symbolic algebra manipulation;
 - symbolic differentiation or integration;
 - communication with other machines or the internet;
 - be borrowed from another candidate during an examination for any reason;
 - have retrievable information stored in them.

This includes:

- databanks;
- dictionaries;
- mathematical formulae;
- text.

The candidate is responsible for the following:

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator.



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What items are not allowed into the examination room?

Only materials that are listed on question papers are permitted in the examination room. Candidates who are found to have any materials with them that are not allowed will be reported to the appropriate examination board. In such circumstances, a candidate would normally be disqualified from the paper or the subject concerned.

Bags, coats and any other items are not permitted under examination regulations and must be left in the designated area. Do not bring any valuables into school with you when you attend for an examination.

No food is allowed in the examination room. You may bring a small bottle of water into the examination room, in a clear plastic bottle with all labels and branding removed.

Mobile telephones, headphones and digital devices such as iPods, MP3/4 players and any other electronic communication devices must not be kept on your person. They must be turned off and left in your bag or handed to an invigilator before the start of the examination. It is your responsibility to ensure that they are switched off.

You must not have any revision notes, homework diaries or any other paperwork in your pockets. Money and keys should be zipped securely in your inner pocket. If you use an inhaler or epi pen, this may also be kept in your inner pocket.

No wrist watches or smart watches are permitted in the examination room and must be left in your bag or handed to an invigilator before the start of the examination.

Can I leave the exam early?

Candidates will only be allowed to leave the exam at the end of the exam, once all exam papers have been collected. A candidate may not leave the examination room without the permission of the invigilators.

What do I do if the fire alarm goes off?

The invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.