

## **FREQUENTLY ASKED EXAM RELATED QUESTIONS**

### **Q. What do I do if there's a clash on my timetable?**

- The school will re-schedule papers internally where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper.
- Correct times should be on your final candidate timetable. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both clashing examinations are completed. If in doubt ask the Exams Officer.

### **Q. What time do exam sessions begin/finish?**

- The exam boards dictate the permissible start times for exams. At Farmor's we usually start at 09:15 for morning sessions and 1:15 for afternoon sessions, but there are exceptions. The length of exam papers varies and sometimes afternoon exams will not finish until after School is over and buses have left. Students and parents should be aware of this and make alternative arrangements for getting home.
- It is the student's responsibility to be aware of the start time of each exam. Parents please ensure your son/daughter checks their exam commitments for each day, on the previous evening.

### **Q. What arrangements are made for study leave?**

- Study leave for years 11-13 usually begins in May, on dates notified by the school. After those dates students are only required to be in school when they have examinations. Students are requested to leave the site immediately their exam is over and not to linger.

### **Q. Where will the examinations be held?**

- The main locations for written papers are the Gym and the Conference Room. However, other smaller rooms/offices are also used. Your place within each seating plan will usually be determined by your candidate number. Seating plans are therefore not always in strict alphabetical order.

### **Q. What do I do if I think I have the wrong paper?**

- Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and tell the invigilator immediately.

### **Q. What do I do if I forget my Candidate Number?**

- Candidate Numbers are printed on seating plans, which are displayed outside the exam rooms. Invigilators will not have time to tell you on exam days.

### **Q. What do I do if I forget the school Centre Number?**

- The Centre Number is **57017**. It will be clearly displayed in the examination rooms.

### **Q. What do I do if I have an accident or am ill before the exam?**

- Inform school at the earliest possible point so we can help or advise you. In the case of an accident resulting in you being unable to write, it may be possible to provide you with a scribe to write your dictated answers but we will need as much prior notice as possible and you will need to practice using this method. You may 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 (see below).

**Q. What is an Appeal for 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 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, accident or injury, bereavement in the immediate family, domestic crisis. The Exams Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

**Q. What do I do if I feel ill during the exam?**

- Put your hand up and an invigilator will assist you.

**Q. If I'm late can I still sit the examination?**

- Provided you are not more than 30 minutes late, it may still be possible for you to sit the examination, depending on the length of the exam. You should get to school as quickly as possible, accompanied by a parent; you must not have any access to a mobile phone or hold any conversations with any other candidates during this time. You parent/s will need to declare that this has been the case.
- Report immediately to Reception on arrival. A member of staff will escort you to the exam room or to the Exams Officer. You must not enter an exam room without permission after an exam has begun. It may not be possible to allow you the full amount of time if you start the examination late.

You should also be aware that if you start the exam more than 1 hour after the published starting time, the school must inform the exam board and it is probable that the Board may decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (eg. through transport problems) you will 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 published finishing time or 30 minutes after the exam board published start time, whichever is later.

**Q. If I miss the examination can I take it on another day?**

- No. Timetables are regulated by the exam boards and you must attend on the given date and time.

**Q. Do I have to wear school uniform?**

- Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc. You do not need to wear your blazer into the exam room if you do not wish to. No hats/caps are permitted. You may put your blazer on the back of your chair if you wear it into the exam room but you must ensure pockets do not contain items that are prohibited. Students must not bring coats and bags into the examination room.

**Q. What equipment should I bring for my exams?**

- You should bring at least 2 pens (black ink only).
- For Mathematics **HB** pencils must be used for diagrammatic work.
- For some exams you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens), un-annotated copies of set texts (eg. for English Literature).
- You must not attempt to borrow equipment from another candidate during the examination.

**Q. What items are not allowed into the examination room?**

- Only material that is listed on question papers (eg. an anthology) is permitted in the exam room and students who are found to have any material with them that is not allowed, will be reported to the appropriate exam board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- Bags and coats and any other items not permitted under examination regulations must be left outside the room, unsupervised. Do not bring any valuables into school with you when you attend an examination.
- No food or drink is allowed in the exam room, including chewing gum. Water is permitted in the summer in a clear unlabelled bottle.
- Correction fluid is not permitted. Students should cross through any work they do not wish to be marked.
- Students should not bring lucky mascots etc. into the examination room.
- Mobile telephones must not be brought into the exam room even if they are turned off. The school cannot be held responsible for the security of your mobile phone when left in your bag outside of the room – best to leave it at home.

**Q. How do I know how long the exam is?**

- The length of the exam is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a flip chart or board at the front of the exam room. Extra time students' finishing times will be shown separately (usually marked on the board as XT). There will be a clock in all examination rooms.

**Q. Why can't I bring my mobile telephone into the exam room?**

- Being in possession of a mobile phone (or any other electronic communication device, eg. Ipod or Iwatches) is regarded as cheating and is subject to severe penalties from the awarding bodies:

The minimum penalties are as follows:

Device found on you and turned **ON** - disqualification for the entire subject award.

Device found on you and turned **OFF** – disqualification from the specific paper you are sitting at the time.

Phone rings during the exam wherever it is in the room - the exam board must be informed and you will be disqualified from all papers for the subject (including any already taken).

**Q. Can I leave the exam early?**

- It is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.

**Q. What do I do if the fire alarm goes?**

- 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.

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**Q. Can I go to the toilet during the exam?**

- If it is absolutely necessary. You will be escorted by an invigilator or another member of staff, but you will not be allowed any extra time.

**Q. If I have more than one exam on a day can I get lunch at school?**

- Pupils who have examinations in both morning and afternoon sessions may obtain lunch from the dining hall in the usual way or bring a packed lunch. Please be aware that our afternoon sessions often start at 1:15, however.

**Q. Why do I need to check the details on the Statement of Entry?**

- The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or for college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing. Science multiple choice papers are the only exams where you can choose which tier to take on the day of the exam.

**Q. What are Linear Exams?**

- From September 2012, the first teaching of the new two-year linear GCSE courses commenced. Current Year 10 students will therefore take the majority of their qualifications in Summer 2019 to comply with the changes introduced by Ofqual. One exception is for Short Course GCSE qualifications, which will not be followed onto Full course - these exams will take place in Summer 2018.

**Q. I am entitled to extra time – how will this affect the way I take my exams?**

- Some students receive an allowance of 25% extra time. Where possible such candidates will be seated together to minimize disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your exam on the board. This is normally marked XT.

Extra time candidates will be issued with an XT card for each exam, which must be collected in at the end of each sitting. If you do not wish to make use of your extra time, turn the card over so that the cross is at the top. The invigilators will then collect your paper along with the other students finishing at the standard time. If you have not been given an XT card at the start of an exam, and you think you are entitled to one, raise your hand and let us know.

**Q. What do I do if I don't get the grades I need for Sixth Form?**

- SLT and some Teaching staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your result, you should first consult the Head of Subject to obtain their advice as to the advisability of requesting a review.
- You should be aware that your mark could go down as well as up or even stay the same. Review requests must be submitted to the Exams Officer by 14<sup>th</sup> September for summer exams. You must complete the appropriate form and pay via ParentPay.