

# Frequently asked questions

## Do I have to wear school uniform?

Yes, you must wear full school uniform for all your exams.

**You must not wear coats/scarves/hoodies and hats in the exam room**

## What if there is a clash or a subject missing on my timetable?

Speak to Mrs Morris (Exams Officer) as soon as possible.

## What if I lose my timetable?

You should try to keep your timetable in a safe place and write the dates and times of your exams in a planner or calendar. If you have lost your timetable and do not know the dates of your exams, you can consult the timetables displayed on the Exams noticeboard or ask Mrs Morris to print you another copy.

## What if I have an appointment at the same time as an exam?

GCSE and A level exams cannot be moved/changed as the exam boards, JCQ and OFQUAL, set the dates. You should avoid making any appointments during exam times wherever possible. However, if you do have an important appointment that cannot be re-scheduled, you **must** speak to Mrs Morris (Exams Officer) as soon as possible.

## What if I am late – will I still be able to sit the exam?

It is important that you contact the school as soon as possible if you are running late.

Depending on how late you are, you may be able to sit the exam as soon as you arrive (you will be given the full time to complete the exam).

GCSE & A-Level exams cannot be taken at another time so if you do not show up you will be marked as absent.

## What do I do if I think I have the wrong paper?

Before you start the exam, the invigilators will ask you to check you have the correct paper. If you think the paper is incorrect, you must put your hand up and tell an invigilator immediately.

## Do I have to go to lessons if i do not have an exam?

Yes, you should go to your usual lessons if you do not have an exam.

## What equipment should I bring?

Pens (Black ink only – NO GEL PENS), pencils, pencil sharpener, ruler (cm and mm), eraser, protractor, compass, coloured pencils for diagrams. These need to be in a clear pencil case or a clear plastic bag.

You can also bring a calculator to any exams where the use of a calculator is permitted. Your teachers will let you know which exams these are.

## **N.B. You must supply your own equipment**

### What materials are not allowed in the exam room?

- Mobile phones, MP3/4 players, tablets, smartphones and any other devices that can store data and/or have an internet connection.
- Food and drink, apart from plain water in a clear bottle with no label.
- Labels on water bottles (All labels must be removed).
- Notes, textbooks or any other materials that will help you with the answers, unless authorised.
- Highlighters, gel pens, Tipp-Ex and other correction fluids and tapes.

*You should check your pockets and pencil case for any of these materials and leave them in your bags. Invigilators will also ask you to check before the start of the exam; this is your last chance to hand these items in. If any are found on you during the exam, you could be disqualified.*

**What if I am feeling unwell during the exam?**

*Put your hand up and wait for an invigilator to help you.*

**Can I go to the toilet during an exam?**

*You will not normally be allowed to go to the toilet during exams as this can be disruptive to other students. However, if it is necessary, you will be escorted by an invigilator.*

**N.B. You will not be allowed any additional time to complete your exam.**

**Can I leave the exam early if I have finished?**

*No.*

*If you finish the exam early, you must stay seated in the exam room until the exam ends. You should use any remaining time you have to check over answers.*