

Exam

Guidance

Academic Year

2024 / 2025

Exam Guidance

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Introduction

During your time here in college you will put in a huge amount of work in class, in the library and at home. Your aim is to gain qualifications. The assessments for your qualifications are through coursework and examinations. Of course, you will aim to do your best and gain the highest marks for these. However, each year there are a small number of students who lose marks or fail their whole qualification by making simple mistakes such as forgetting to turn up for an exam.

The exam boards have rules for the conduct of examinations – rules for the college and rules for students as candidates. If you break the exam rules, even if this is by accident or you didn't know the rule, you can be disqualified from that part of the assessment, the whole qualification or in really serious cases all of your qualifications for the year.

Hence it is really important that you know, understand and follow the rules. Included in this document are the official 'exam board notices' for the conduct of examinations. There is also QE guidance and information to help you follow the rules and meet all the exam board and QE requirements.

QE Guidance and Information on Examinations

Exam Timetables

You must take the responsibility for knowing when and where your exams are taking place. You will be given a personal timetable for your exam sessions whilst at college. This also includes your four-digit candidate number. Don't lose this important document. You can also view your exam timetables via Student Voyager. Check this regularly. The name shown on the timetable is the name that will be printed on the official exam board certificates. Please ensure that this is correct as once the official exam board certificates are received it will be your responsibility to get them changed.

There will be important procedures (e.g. supervision) to ensure that the exams remain secure. You may be disqualified if you don't follow these rules and procedures.

Make sure you know exactly when your exams are scheduled – it is your responsibility to get to the right place at the right time. To help you with this:

- Add your exams to your planner or diary.
- It can also be helpful to use a smartphone calendar or an on-line diary like Google Calendar.
- Set alarms on your phone to remind you an hour or so in advance of each exam.
- Make sure someone else at home knows when your exams are and can remind you.
- It's a good idea to copy your exam timetable and stick it on the fridge door at home.
- Check your exam timetable on a regular basis via Voyager.

Exam Sessions

- You must wear your student identification card to each exam session so that invigilators can identify you.
- Exams normally start at 9:00 a.m. or 1:15 p.m. Make sure you arrive in good time - at least 15 minutes early. If something goes wrong just before the exam, e.g. if you are ill or oversleep, you must ring the college on 01325-461315 or the exams office on 01325-376452 straight away.
- If you arrive late, you must report to the Exams Office immediately before going anywhere else.
- Take all the equipment you may need, e.g. pens, ruler, calculator if needed, including spares. These should be in a transparent pencil case or plastic bag with no labels or any writing on it.
- You must write with a black pen. Pencils and other colours are only allowed for diagrams.
- You are allowed to bring water in a clear plastic bottle with no label – no other drinks are allowed.
- Make sure you know your candidate number – it is on your exam timetable and desk card.
- If you have exam access arrangements these will be clearly stated on your timetable.
- Please see Learning Support **immediately** regarding any missing exam access arrangements. Do not leave it until the day before or the day of the exam.
- It is best if you don't bring your mobile phone, smart watch, watch, smart glasses etc. into college on your exam days as you will be breaking the rules if you accidentally take these into the exam room. If you forget to do this and bring them to the exam they must be handed in before the start of the exam. They will be stored as safely as possible but you will be leaving them at your own risk.
- It is best if you do not take bags, coats etc. to the Exam room. If you do bring them, they will be stored as safely as possible but this is at your own risk.
- You are not permitted to leave the exam early – you must wait until the end of the examination.
- Please note that if an afternoon exam finishes earlier than 2:10 p.m. you must remain in the exam room until 2:10 p.m. due to Exam Board regulations to ensure the security of the exam.
- If you have 3 hours of exams in the afternoon these might run on to 4:30 p.m. or later. If you go home by bus you may need to make alternative arrangements.
- If there is an emergency, such as a fire alarm, you must follow the invigilator's instructions. If you fail to do this you may be disqualified.

Important Note: Summer exams

The summer exam requirements will be different depending on the courses that you follow. Your teachers will make sure you understand the examination requirements of your course.

- Courses with summer exams during the May/June exam series start on Monday 12th May and continue until 25th June.
- The 11th & 25th June have been designated as the contingency sessions. The designation of a contingency session within the examination timetable is in the event of national or significant local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.
- Students and parents must be aware of these contingency arrangements so that they may take it into account when making their plans for the summer. However, if you have completed all your exams before this date the awarding bodies do not require you to be available throughout the entire timetable period.

External Exams Results Days

Examination Period	Level	Results Day	Results Date
May/June	A Level & Level 3	Thursday	14 th August
May/June	GCSE & Level 2	Thursday	21 st August

Collecting Your Results

May June Series – A Level & Level 3

You can collect your results from the 'Main Hall' from 9.00am to 1.00pm and the Exams Office from 1pm to 4.30pm. After the results day you can collect them from the Exams Office during normal office hours. Results can also be viewed on Student Voyager after 1pm. Alternatively, your results can be posted to you but you must provide a stamped, addressed envelope with the Exams Office before the end of the summer term. Your results will be automatically emailed to your college email account (we are not able to send them to personal email accounts) at 11:30 am. You will need to make sure that you are able to login to your college account and that your password is up to date. College email accounts for leavers are closed in October so please ensure that you download any result documents before then.

May June Series – GCSE & Level 2

You can collect your results from the Exams Office from 9.00am to 4.30pm. After the results day you can collect them from the Exams Office during normal office hours. Results can also be viewed on Student Voyager after 1pm. Alternatively, your results can be posted to you. You must provide a stamped, addressed envelope with the Exams Office before the end of the summer term. Your results will be automatically emailed to your college email account (we are not able to send them to personal email accounts) at 11:30 am. You will need to make sure that you are able to login to your college account and that your password is up to date. College email accounts for leavers are closed in October so please ensure that you download any result documents before then.

Please do not telephone to ask for results. We are not able to give out personal information including exam results over the phone.

If you would like another person to collect your results, they must bring a letter of authority, or the completed Results Collection Request form, signed by you and identification for themselves. There is a document for this on the college website under the "Life at QE – Examinations" section.

Certificates

The college normally receives students' certificates from the exam boards during the Autumn Term (towards end of November).

- Information about certificates for second year students will be posted on the college website and other college media platforms.
- If you were a second-year student, your certificates will be posted to you, using Royal Mail signed for during December.
- Please make sure that you advise us if you are changing your home address.

- If you would like someone to collect them on your behalf, we would require a written letter of authority signed by you. A request template can be found on the college website under the “Life at QE – Examinations” section. Certificates will not be released without the required documentation. Unfortunately, we cannot accept emails as authorisation for someone to collect them.
- If you have not received your certificates by the beginning of January you must contact the Exams Office at the college.
- Please note that uncollected certificates are destroyed after 12 months from issue in line with awarding body regulations. After this time, it will be your responsibility to contact the awarding bodies for replacements.

Review of Marking

If you are concerned that a disappointing result could be due to an error made by the exam board, poor marking etc... you must seek guidance from the course leader or your teacher with regard to a review of marking before completing the relevant form. Course Leaders should discuss your paper marks and the subject grade boundaries. The Exams Office will not be able to advise on which paper should be submitted for a review. If you need a priority review in the summer, perhaps because your entry to university is at stake, you will need to submit your request at the earliest opportunity and certainly within a few days of results day. The cost for a priority review can be as much as £75 and is completed within 15 calendar days. There is also a cheaper, less urgent service with a request deadline of about mid-September but the response time for this service is up to 20 calendar days.

Reviews of marking needs to be considered very carefully as your mark can **go up, down or stay the same**. You should consult your teacher or subject leader about any proposed review and get their support. If your request for a review is not supported you can appeal against this decision.

Please see the “Result Guidance for Student” booklet for the relevant exam series on the college website for further information.

Access to Marked Scripts

By you as the candidate: If you wish to see your marked exam scripts (£5) then please ask for the document ‘Request for Access to scripts’ at the Exams Office.

By the college: Your teachers may use your marked exam scripts to help them to help other students in the future. Teachers may use them to improve their understanding of the assessment criteria and perhaps show them to future students. Any reference to your name and number would be removed before they are shown to other students. The college will need your authorisation to request the scripts.

Access Arrangements

If you have circumstances that mean you may need special exam access arrangements these should have been raised earlier in the year for your needs to be assessed. These will show on your exam timetable. If on your timetable it states “None” and you believe you should have access arrangements please see a member of **Learning Support** immediately to query this. Please do not leave this until the day before or on the day of the exam. If something unfortunate happens, such as breaking a finger or an arm, contact the exams office as soon as possible.

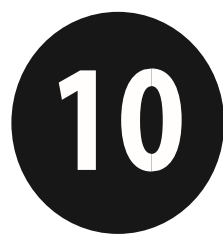
Special Consideration

If you are experiencing circumstances that might adversely affect your exam performance, you should contact your Academic Coach immediately. So that the College can notify the exam boards of any circumstances requiring special consideration, there is a form to fill in and sign.

Examinations - Rules & Guidance

Exam Guidance

There is further guidance on the college website under the “Life at QE – Examinations” section produced by the Joint Council for Qualifications (JCQ) on behalf of all the exam boards. Make sure you are familiar with and follow all the rules and guidance. If you break the rules the penalty can be serious. There is also a 10 Key Points list on the back page that has been produced by the college for further guidance.



key points

..... about exams

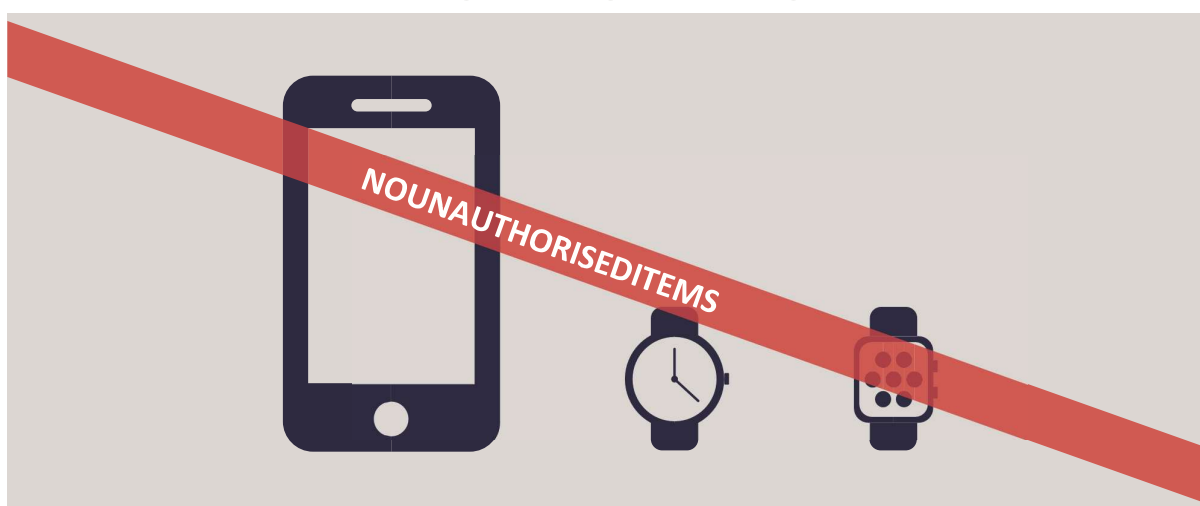
1. Make sure someone else at home knows your exam timetable and will remind you. Pin a copy of your exam timetable up somewhere obvious at home – e.g. on the fridge
2. Your exam timetable can be viewed on Voyager. Make sure you check it regularly. Parents / Carers can also see your exam timetable on Parent Advantage.
3. Find out where the exam is taking place in advance (at least the day before). Don't leave this until the morning of the exam.
4. Look after yourself so that you can perform at your best in every exam – make sure you get enough sleep the night before and eat something in the morning.
5. If something goes wrong just before the exam, for example if you are ill or oversleep, ring the college (01325-461315) or exams office (01325- 376452) straight away.
6. Make sure you go to the loo beforehand.
7. Get to your exam early. You should aim to be there by 8:45am or 1:00pm, for exams starting at 9:00 a.m. or 1:15 p.m.
8. Don't take your phone, watch or smartwatch etc. into the exam.
9. Take all the writing kit, calculator etc... that you need with you in a clear pencil case or a clear plastic bag.
10. If you think something is wrong when you are in the exam, for example you think you might have been given the wrong exam paper, put your hand up and ask the invigilator straight away. Do not wait until halfway through the exam or until the end.

Work hard to get yourself ready for your exams, plan your revision in advance and make sure you practise using past exam papers.

Good luck!



NO MOBILE PHONES
NO WATCHES
NO POTENTIAL TECHNOLOGICAL/WEB ENABLED SOURCES
OF INFORMATION



Possession of unauthorised items, such as a mobile phone or any watch, is
a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

Warning to candidates



 AQA	 City & Guilds	 CCEA	 OCR	 Pearson	 WJEC
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1

You **must** be on time for all your examinations.

2

Possession of a mobile phone or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.

3

You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

4

You **must** follow the instructions of the invigilator.

5

You **must not** sit an examination in the name of another candidate.

6

You **must not** become involved in any unfair or dishonest practice in any part of the examination.

7

If you are confused about anything, only speak to an invigilator.

The *Warning to candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.