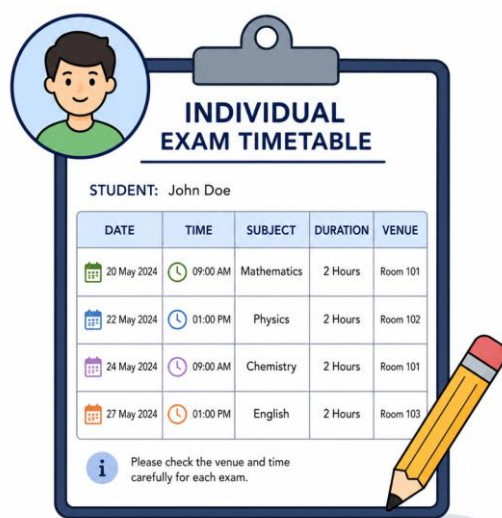




Examinations Information Booklet

*Everything You Need to
Know About Your Exams*



Individual Exam Timetable

Before examinations begin you will be issued with a timetable showing the dates and times of all your examinations, together with room and seat numbers. Check it carefully and if you think there is anything wrong with any of your exam arrangements (room, tier, access arrangements etc), please come to the Exams Office ASAP and we will help you. Please do not delay coming to see us if you think there is a problem – we are much more likely to be able to resolve any problems the sooner you come and see us.

If you lose your paper timetable you are responsible for obtaining a replacement from either Pastoral or Sixth Form.

Be aware that you will not be permitted entry to an exam room without your timetable, which must be intact/legible, including all of the ID information and photograph (if any). Please do not write anything on your timetable as this could be viewed as malpractice.

Subject specific access arrangements:

Some students are only allowed to use a Word Processor and/or Computer Reader in specific subjects. If that's the case, the arrangement will have asterisks (*) around it on your timetable, and the subjects it can be used in will be listed underneath. For example CR = En, Et : WP = Hi indicate the student has CR (Computer Reader) for English Language, English Literature, and History only. They also have WP (Word Processor), but only for History.

EXAM CLASHES

You have exams scheduled at the same time. Please contact the examination office.

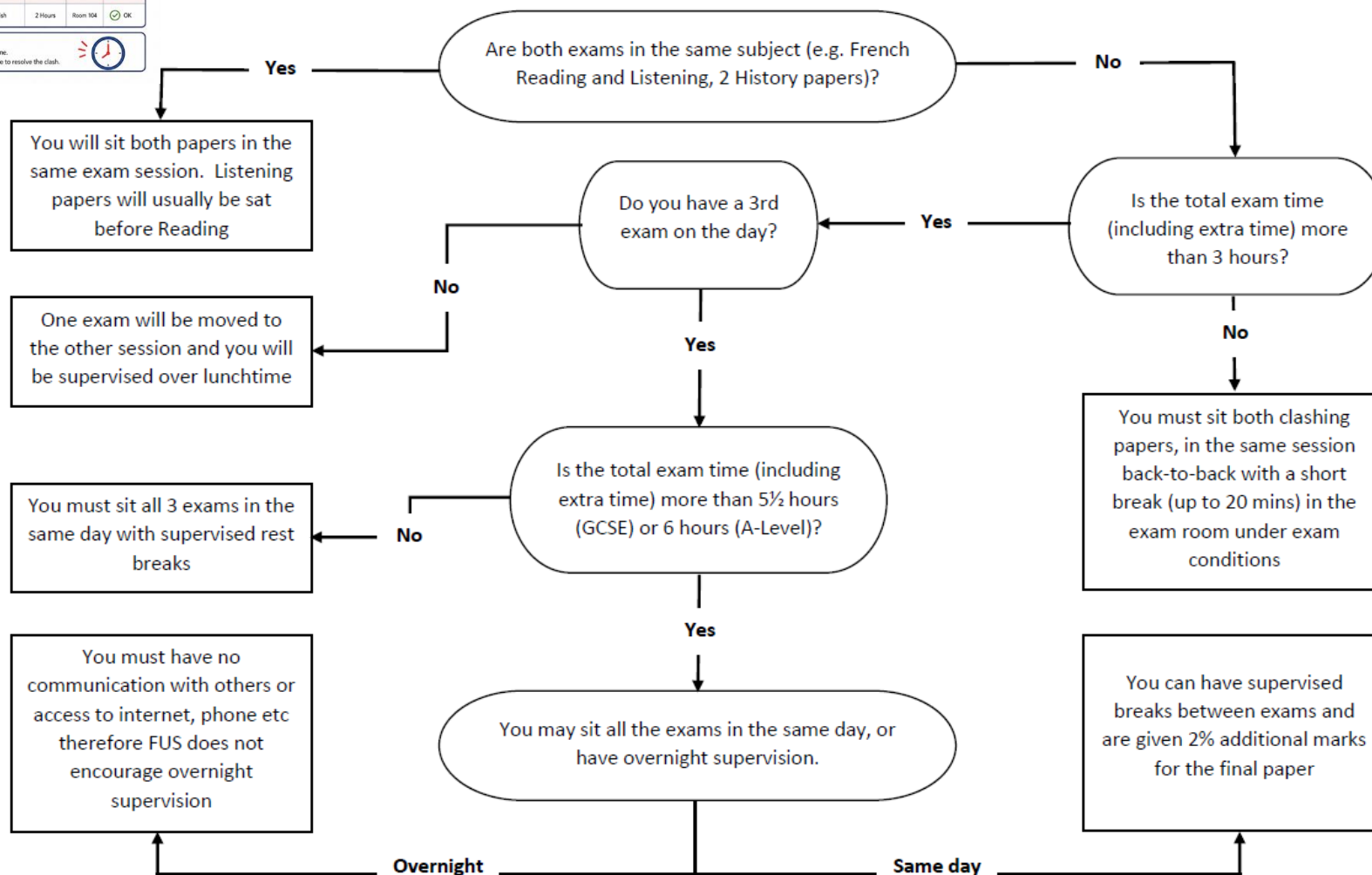
STUDENT: John Doe
STUDENT ID: 12345678

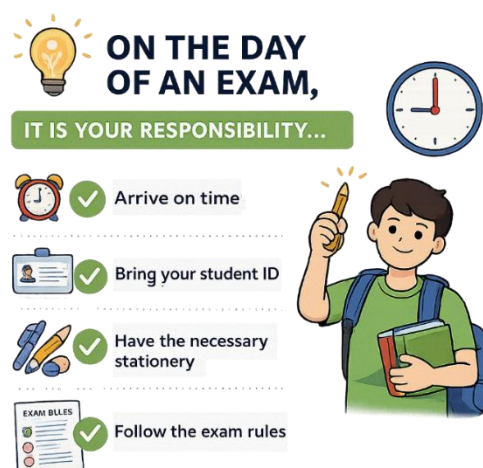
DATE	TIME	SUBJECT	DURATION	VENUE	STATUS
28 May 2024	09:00 AM	Mathematics	2 Hours	Room 101	OK
28 May 2024	01:00 PM	Physics	2 Hours	Room 102	CLASH
28 May 2024	01:00 PM	Chemistry	2 Hours	Room 103	CLASH
27 May 2024	01:00 PM	English	2 Hours	Room 104	OK

What this means:
You have two exams at the same time. Please contact the examination office to resolve the clash.

EXAM CLASH INFOGRAPHIC

START HERE





On the day of an exam, it is your responsibility:

- To arrive outside the examination room at least 15 minutes before the published start time. You are under examination conditions from the moment you enter the examination room and must not communicate with other candidates in any way. Any form of misconduct or inappropriate behaviour will be reported to the awarding body and may result in disqualification.
- To follow all instructions given by invigilators promptly and respectfully. You must not speak to, communicate with, or distract other candidates during the examination. You must not complete any details on the examination paper or booklet until instructed to do so.
- To attend examinations in full and correct school uniform. Writing or notes on hands, arms or any other part of the body are not permitted.
- To ensure that you arrive on time for all examinations. Candidates arriving after the published start time may not be permitted to sit the examination.
- If you arrive late with a valid reason, the school may permit you to enter the examination room; however, the awarding body may still decide not to accept or mark your paper.
- Candidates arriving after the examination has finished will not be permitted to sit the paper.
- The school is under no obligation to contact home if you fail to attend an examination.
- In the event of a fire alarm or emergency evacuation, you must remain silent, stay under examination conditions and follow the instructions of the invigilators at all times.
- To bring all equipment required for each examination, including black non-erasable pens, pencils, calculator, ruler, protractor and any other permitted materials. While a limited number of spare items may be available for emergencies or breakages, the school cannot guarantee replacement equipment for forgotten items. Correction fluid (e.g. Tippex) and correcting pens are not permitted.
- Calculators used in examinations must be suitable for desk use, in working order, and free from stored information. Calculators must not contain dictionaries, formula banks, text retrieval functions, internet access or communication facilities, and may not be borrowed from another candidate during the examination.
- To ensure that all unauthorised items, including mobile phones, watches (digital or analogue), earphones and revision materials, are not brought into the examination room unless specifically permitted under examination regulations. Any candidate found in possession of unauthorised items may be reported to the awarding body and could face disqualification, even if the electronic device is switched off and not in use.

- Only clear pencil cases are permitted in the examination room. Bags and coats must be stored in lockers or designated storage areas. Food is not permitted unless authorised for medical reasons. Candidates may bring a clear bottle of water with all labels removed.

At the end of the examination:

- You may leave the examination room only when instructed and given permission to do so by an invigilator.
- Candidates are expected to remain in the examination room until the end of the examination, even if they finish early. For official afternoon examinations, students are not permitted to leave before 2:30pm.
- Where multiple examinations are taking place in the same room, you may be asked to remain seated quietly until all candidates have finished.
- If leaving while others are still working, you must do so in silence and as instructed by the invigilators.
- It is your responsibility to make appropriate travel arrangements if an examination finishes after the normal school day. Official examination start and finish times are determined by awarding body regulations, and the school cannot guarantee that students will finish in time to use school transport.

Ill/absent on an official exam day

If a student is absent from an examination due to illness or another valid medical reason, parents/carers must notify the school as soon as possible on the day of the exam. The student and parent will also be required to complete a JCQ Form 14 (Self-certification for candidates who have missed an examination). This must be completed and returned in paper format within 5 working days; please note that Parts B and C must be signed by hand, as electronic signatures are not permitted.

Where a student has visited a doctor or hospital, medical evidence of the absence (such as a discharge document or a letter from a medical professional) must be provided to the school within three days of the missed exam. Please be aware that some medical providers may charge for this documentation. If the student has not seen a medical professional, the completed self-certification form will be accepted as supporting evidence.

The school will then submit an application for Special Consideration to the relevant exam board(s). Where approved, the exam boards will take the student's circumstances into account when determining the final grade. In cases where a student misses an examination but has completed, or is due to complete, other assessed components or examinations in the same subject, the awarding body may calculate an aggregated mark based on the evidence from the exams and/or units that have been completed.

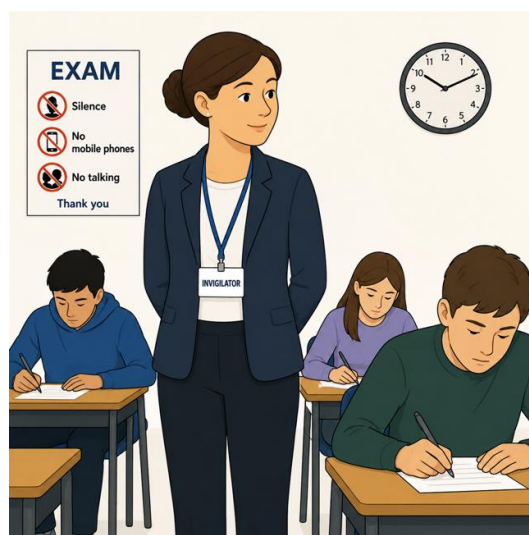
Please note that Special Consideration cannot be guaranteed and all decisions are made by the awarding bodies in line with JCQ regulations.

Key points to note

- You are expected to make all reasonable efforts to get to the exam on time. Going on holiday, oversleeping, missing the bus or misreading the timetable do not qualify you for special consideration.
- Some GPs will only give you a letter saying that you were too ill to sit an exam if you see them on the actual day of the exam.
- Applications for special consideration must be submitted to the awarding body within seven days of the last examination in the relevant specification. Please visit/contact the exams office immediately if you miss your exam.
- If you sit an exam but your performance is affected by illness, or by events beyond your control such as a bereavement in the family, the school can also apply for special consideration. You **MUST** visit/contact the exams office as soon as your exam is finished.

Things to be aware of

- Any adjustment awarded through special consideration is usually small, typically no more than 2% of the total available marks, and will not exceed 5%.
- Special consideration is only applied to difficulties experienced at the time of the examination. Ongoing or long-term conditions, or issues arising during the revision period, do not qualify for additional marks.
- The awarding of special consideration is at the discretion of the awarding body; there is no automatic entitlement to an adjustment.



INVIGILATORS

Invigilators are present to ensure that examinations run smoothly and that the integrity and security of the process are maintained. If you need to communicate with an invigilator, please raise your hand and they will attend to you quietly.

Invigilators are not permitted to explain or interpret any examination questions.

Please inform an invigilator immediately if:

- You feel unwell during the examination or require use of the bathroom.
- You require additional paper for your answers.
- You experience any issue or difficulty during the examination.
- You believe you have been issued with the incorrect question paper, the paper is incomplete or poorly reproduced, or your access arrangements have not been applied correctly.



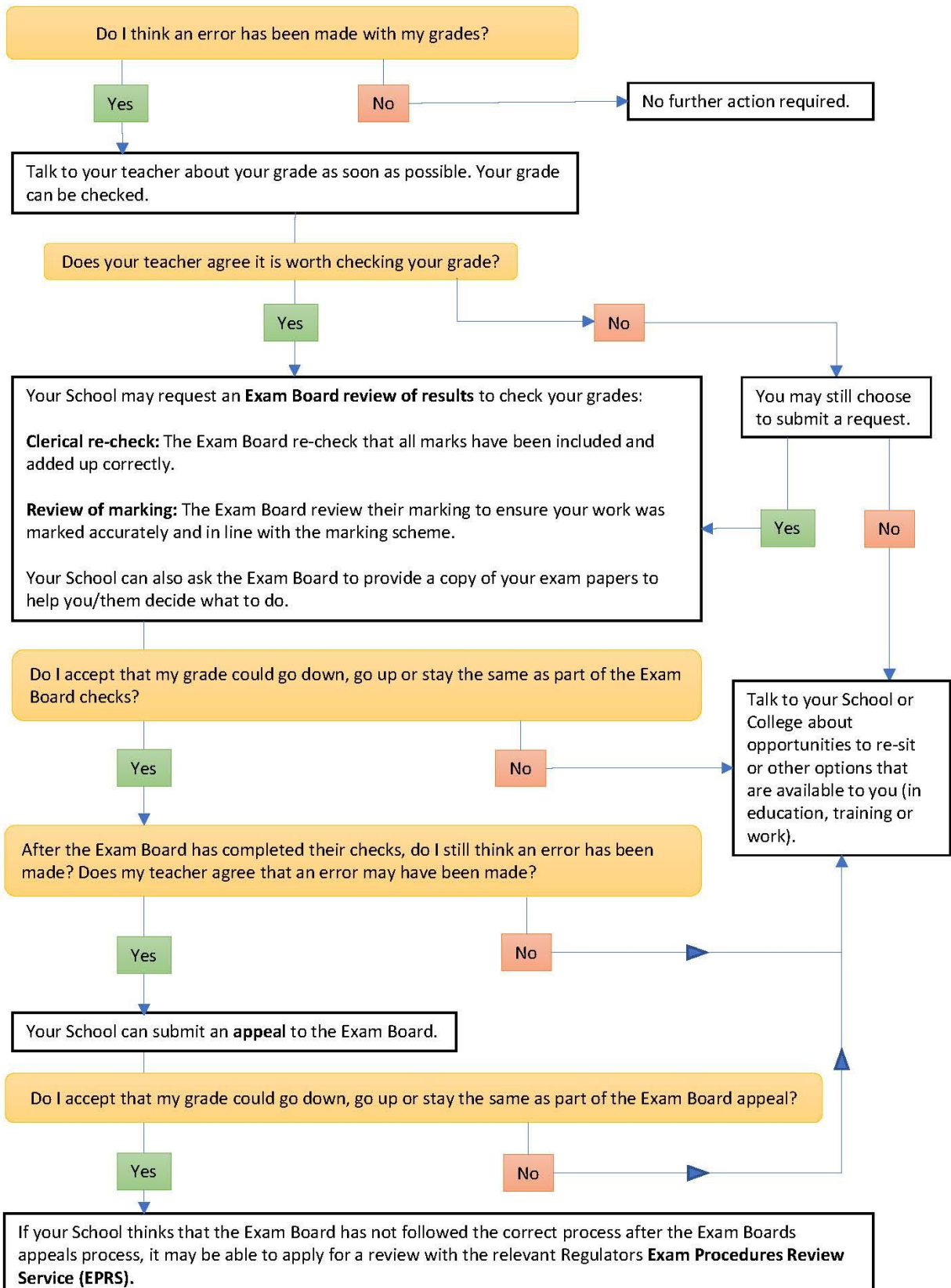
RESULTS – OFFICIAL EXAMINATIONS

If you wish for another person to collect your results on your behalf, written and signed permission must be provided to the exams office in advance of results day.

Results may also be posted; however, a stamped, addressed C5 envelope must be provided to the exams office prior to results day. Results will be posted on the day itself and placed in a letterbox.

Appeals and complaints

Deciding what to do after you've received your A/AS Level or GCSE results



CERTIFICATE COLLECTION

Examination certificates are issued directly to the school by the awarding bodies. Summer season ones will be made available for collection at the beginning of December and can be collected from the main school reception.

If you wish for another person to collect your certificates on your behalf, they must bring in a signed letter of authority and their ID. This requirement applies to all third parties, including parents and siblings.

Certificates cannot be posted due to their value; replacement certificates issued by awarding bodies are typically subject to a significant charge.

Please note exam boards only expect us to keep certificates for a 12-month period. After this time, they can be destroyed and replacement certificates can only be obtained from the Exam Boards at a significant cost. At FUS our policy is to allow certificates to be collected within the first 12 months of issue free of charge, thereafter a total charge of £25 will apply. We destroy all certificates after 4 years.