

Exam day

The information below is to prepare you for what to expect on exam day, including guidance and advice on dealing with any unexpected issues that may come up and some tips on approaching your exam.

Unforeseen circumstances on exam day

Sickness

If you are sick on the day of an exam you should contact college as soon as possible. You will require a medical certificate.

Severe weather or major travel disruption

If college can open, exams will be held as normal. If you're unable get there due to severe weather or travel disruption, college may send you to an alternative venue or withdraw you from the exam and ask you to sit it in the next exam series.

If severe weather is forecast:

- allow extra travel time
- check for updates from college
- contact the college if you think you may arrive late (you may still be able to sit your exam).

Arriving late or leaving early

If you think you may be late for an exam, contact college as soon as possible. Depending on how late you arrive, you may or may not be allowed to sit the exam.

Students are not allowed to leave the exam room in the first hour. If, in an emergency, someone needs to contact a student taking an exam, they should call the college directly.

Missing an exam

If you miss an exam due to circumstances beyond your control, you may be able to apply for special consideration. For more information see www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance

**For any of the above please contact the 14-16 team on
07879 772809/07884 751627/ 07825 641737**

In the exam room

What to take

The College will provide the question papers, answer sheets and additional materials.

Generally the following can be taken into an exam:

- a black pen (plus spares)
- pencils and erasers
- a clear pencil case
- a water bottle with no label on it.

JCQ have a full list of instructions for exam day, available at www.jcq.org.uk/exams-office/information-for-candidates-documents

Before the exam starts

To help ensure things go smoothly you should:

- arrive on time (aim to get to the exam 10 to 15 minutes before the start)
- leave phones and any kind of watch outside the exam room, if you take these items into the room you must ensure they are fully turned off and not on your person (you can be penalised if you're found to have these items with you during an exam)
- listen carefully to the teacher/invigator's instructions.

During the exam

These techniques may help during an exam:

- be quiet once the exam starts – talking to, or disturbing, other students can lead to a penalty
- read the instructions carefully
- take the time to read each question carefully and make sure you understand what is being asked
- look out for command words and identify key words before answering
- use the answer book to brainstorm and mind-map ideas
- remember to cross out any draft work that you don't want to be marked
- write neatly
- answer the question being asked, not the one you were expecting
- use the allocated marks as a rough guideline for how much time to spend on each answer
- if you can't answer a question, move onto the next and come back to it later
- leave space between answers in case you want to add to them later
- allow time to check work before the end of the exam
- if you have a question, feel ill or need to leave the room, raise your hand and wait for the invigilator to come to you
- if you think there may be an error in the question paper, notify an invigilator immediately and continue with the exam as normal (college will notify the relevant awarding body and we will ensure that if there is an error it will not affect your result).