

EXAMS HANDBOOK

November 2020 | January 2021



We hope you will be successful in all your forthcoming examinations.

Careful preparation and revision are the key to success, the following information is designed to help you avoid any problems and achieve your best on exam days.

PLEASE REMEMBER

FAILURE TO COMPLY WITH EXAM RULES AND REGULATIONS WILL RESULT IN DISQUALIFICATION FROM AN EXAM AND POSSIBLY ALL EXAMS.

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COVID SAFETY PRECAUTIONS

To ensure your safety it is extremely important that you adhere to the following instructions, you should;



Arrive 15 minutes before your exam is due to start!



aim to be outside the Sports Hall for 8.45am in the morning or 1.15pm in the afternoon



form an orderly queue outside the room, respecting social distancing and follow instructions given by staff and invigilators



wear a face mask at all times, you will be told when you can remove it inside the exam room, you will be able to keep it on if you wish to



leave belongings and equipment not required for the exam in the designated area as instructed by staff or invigilators



make sure you take all the equipment you need into the exam room



sanitise your hands when entering and leaving the room



when finding your seat avoid touching desks or chairs in the room



only leave the exam room when instructed by the invigilator

GENERAL INFORMATION



All morning exams normally start at 9:00am and afternoon exams at 1:30pm. Different starting times due to clashes will be shown on your timetable.

- If you have a **CLASH** where two or more exams are scheduled for the same time and total no longer than three hours, the Exams Office will arrange for you to take one after another in the same room with a short supervised break in between. If they exceed three hours in total special arrangements will be made for you to have a longer supervised break usually in a different room.
- Make sure that you are clear about the instructions you receive, if in doubt check with the Exams Office.
- You should **ARRIVE AT THE EXAM ROOM IN PLENTY OF TIME** – at least 15 minutes before the exam is due to start.
- Students can access their individual exam timetable on My Aquinas. These timetables will show the room and seat number for each of your exams.
- Daily Seating Lists will be displayed on noticeboards opposite the Exams Office and outside any rooms that are being used.

Please check your timetable and the Daily Seating list carefully for your room. **DO NOT ASSUME** that all your exams will be in the Sports Hall.



ATTENDANCE

LATENESS

Don't Panic! Report to one of the Invigilators in the exam room, they are there to help.

If you are more than 60 minutes late or arrive after the exam has finished the exam board may not accept your paper unless your lateness was due to exceptional circumstances. Getting up late or forgetting/misreading your timetable are not acceptable excuses.

If you MISS AN EXAM you will be charged for it unless there are exceptional circumstances to explain your absence.

ILLNESS

If you are ill telephone Student Information as soon as possible on 483 3237.

Inform the Exams Office **IMMEDIATELY** of any health problems as special arrangements may need to be made to help you sit the exam eg in the case of a broken hand or arm you may need someone to write down your answers.

It is your responsibility to notify College if you are ill, suffer a bereavement or other trauma, or be disadvantaged or disturbed during an exam.

Requests for Special Consideration in these circumstances must be made to the Exams Office within three days of the exam and supported with appropriate evidence eg a letter from your Doctor.

ESSENTIALS



It is your responsibility to arrive with the correct equipment. This is especially important due to COVID.

College are not obliged to provide any equipment for use in an exam, without it you may be disadvantaged and may not be able to answer some of the questions. It is your responsibility to arrive with the correct equipment.

Check well in advance of the exam and before you come to College each day exactly what equipment you need.

Pencil Cases are not allowed unless they are see-through (clear plastic bags could be used).

Ensure that you have at least 2 good pens which must be BLACK and any other mathematical or specialist equipment you are likely to need (see subject tutors for specific information).



It is your responsibility to produce legible handwriting.

Tippex or any other form of correction fluid or pens are not allowed.

Highlighter Pens are allowed but must not be used to highlight answers only questions.

Food or Sweets are not allowed in exam rooms.

Drinking Water/Juice is allowed but must be in a clear plastic container, with the label removed and preferably with a sports cap – no other type of beverage will be allowed.

CONDUCT

You will be refused entry to an Exam room unless you can show PHOTOGRAPHIC proof of your identity (eg your Library Card).

If you forget your Student ID you should go to Student Information immediately to have your identification verified.

Memorise your **FOUR DIGIT EXAM NUMBER** which is printed on the top of your Exam Timetable, on your Student ID card and also shown on the daily seating lists. You will need to record this on ALL your exam papers.



Quiet, courteous behaviour and SILENCE is expected at all times in any exam room.

You should not enter an exam room without the Invigilator's permission.

Once in the room locate your seat, sit down and await instructions. Do not turn around or speak to any other student. If you cannot find your seat ask an Invigilator.

If you have a problem or need assistance during the exam eg if you drop something, put your hand up and an Invigilator will respond as soon as possible.



You MUST remove any type of wristwatch and place it on your desk in front of you. Failure to do so could potentially be malpractice and you could be disqualified.

DO NOT DISTURB OTHER STUDENTS

If you are late it is important to observe the above to show consideration to those who are already working on their exam paper.

You may not leave an exam room until dismissed by an Invigilator. Students will remain in the room for the full length of their exam.

Do not make any unnecessary or inappropriate comments or draw/doodle on your exam paper as it may not be accepted by the exam board and could lead to disqualification.

When you are dismissed at the end of the exam you should;

1

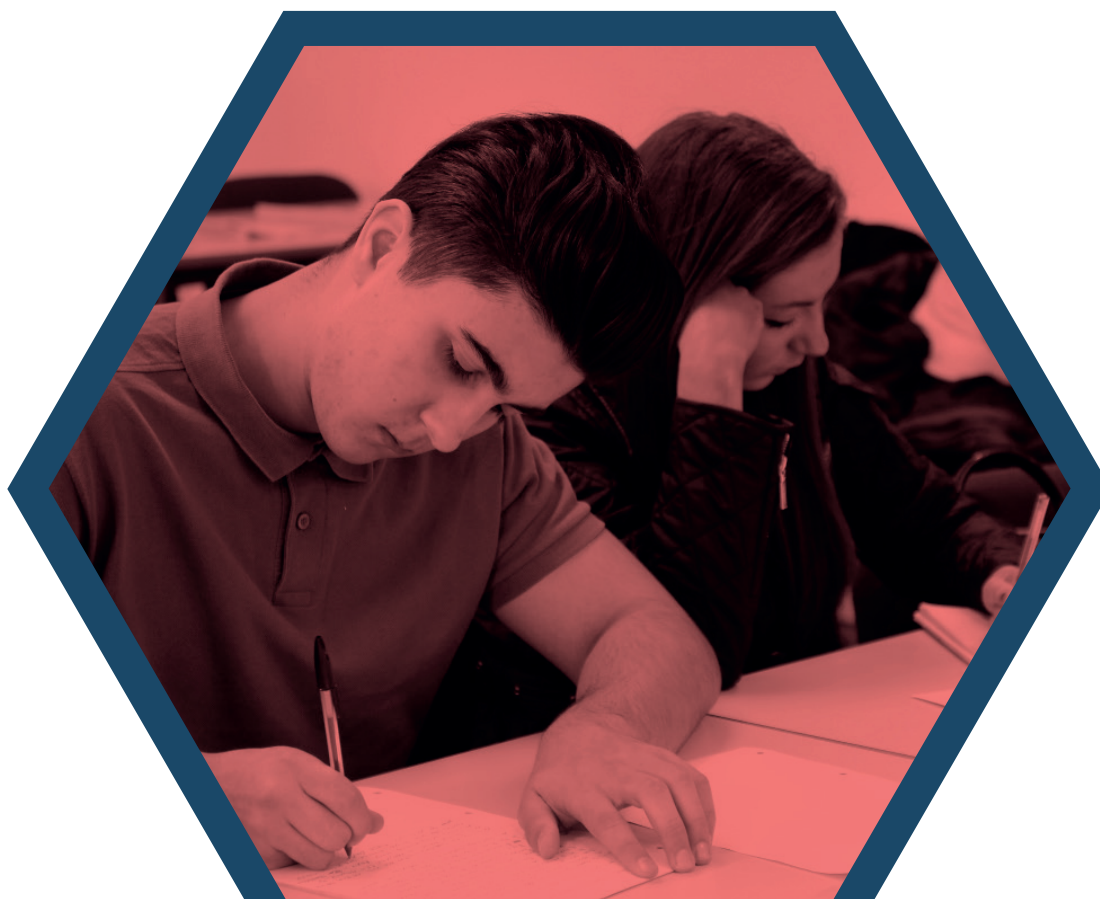
Make sure all your answer booklets and any additional answer sheets have been filled in correctly and signed if applicable.

2

Place any additional answer sheets inside the answer booklet.

Take your own equipment or leave any borrowed equipment on your desk.

Leave the room as quietly as possible – Remember there may be other students sitting a longer exam in the same room or in a nearby room(s).



MOBILE PHONES



MOBILE PHONES, Smart Watches, iPods, MP3/4 players or potential technological / web enabled sources of information are

NOT ALLOWED

in an exam. These should be switched off and left in your bag in the area set aside for personal belongings.

If a mobile phone or any of these devices are found in your possession even if it is switched off your exam paper and other exams you have taken may be disqualified.

Your personal belongings remain your own responsibility, College accept no liability for any loss or damage.

RESULTS

Results will be available for you to view on My Aquinas from 08:00am on the relevant Results Day;



November 2020 Exams
Thursday 14th January 2021

January 2021 Exams
Thursday 4th March 2021

Results will not be given out over the phone or by email

They will also not be given to any third party (including your parent/carer) unless you have given your prior written permission.

POST RESULTS

Following the publication of results the exam boards offer a number of services if you have any queries.

These should only be requested following consultation with a Head of Department or your Subject Teacher.

Further details about these services including fees, deadlines etc will be published on My Aquinas with your results.

Should you decide to proceed you will need to complete an application form (available from the Exams Office) and return with the correct fee within the specified deadline. Requests received outside a deadline or without payment cannot be processed.



CERTIFICATES

Certificates will be retained in College for distribution with your Summer 2021 Certificates.

IMPORTANT NOTICES

The following notices can be found under the Exams tab | Exams Information on My Aquinas. It is important you read these.

JCQ Information for Candidates – Written Examinations

JCQ Information for Candidates – On-Screen Tests

JCQ Information for Candidates – Social Media

JCQ Warning to Candidates

JCQ Warning Notice – Mobile Phones

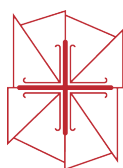
JCQ Information for Candidates – Privacy Notice

FIRE: EVACUATION & EMERGENCY PROCEDURE

The Fire/Evacuation alarm is a continuous high pitched tone. On hearing the alarm the Invigilators will;

- Stop the exam and make a note of the time so that suitable additional time can be added when the exam resumes.
- Advise you to leave all question papers and scripts in the exam room and evacuate the building in silence.
- Evacuation routes are displayed on the rear of all classroom doors.
- You must leave your coats, bags and all exam materials in the room.
- Take a register at the assembly point, keep you separate from other students and maintain silence.
- If it is safe to do so you will be instructed to return to the exam room, the exam will be re-started and the time added to the original finishing time of the exam.
- A Special Consideration request form will be completed and submitted to the Exam Board on your behalf to ensure that you are not disadvantaged by the incident.

DO NOT discuss the exam with anyone or attempt to contact any other student – If you do you could be disqualified from the exam!



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COLLEGE**

EXAMS
AT AQUINAS