

# EXAMS

AT AQUINAS

**Synchronised Assessments  
Information for Students  
April 2024**

# Synchronised Assessments

Synchronised Assessments should be seen as good practice and are an important part of your preparation towards your final Exams in Summer 2025

They will be conducted under the same conditions as external 'A' level exams so you know what to expect

Make sure you fully understand exam expectations!

# Synchronised Assessment Information

## TIMETABLES

Can be viewed on My Aquinas

ROOMS & SEAT  
NUMBERS WILL BE  
ALLOCATED NEARER  
THE TIME

KEEP CHECKING  
YOUR TIMETABLE

**My AQUINAS** You are logged in as [redacted] on the 30/03/2016 [Log out](#)

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**Exam Timetable**

Candidate No.: 5089  
UCI No.:334350155089R

Please check your timetable carefully. If you think there are any errors speak to the Exams Office.

Date	Start time	End time	Code	Description	Board	Room	Seat No
17/05/2016	13:00	14:00	A161/02	BIOLOGY A: MDLS B1, B2, B3 WRTN HGH	OCR	*	*
26/05/2016	09:00	10:45	1MA0 1H	NON CALCULATOR (H)	EDEXCELG	*	*
26/05/2016	09:00	10:30	J567/01	MATHEMATICS B: PAPER 1 (FOUNDATION)	OCR	*	*
09/06/2016	09:00	10:30	J567/02	MATHEMATICS B: PAPER 2 (FOUNDATION)	OCR	*	*
09/06/2016	09:00	10:45	1MA0 2H	CALCULATOR (H)	EDEXCELG	*	*
10/06/2016	09:00	10:00	A162/02	BIOLOGY A: MDLS B4, B5, B6 WRTN HGH	OCR	*	*
20/06/2016	09:00	10:00	A163/02	BIOLOGY A: BIOL A MDL B7 WRTN HGH	OCR	*	*

\*Any missing exam rooms and seat numbers will be allocated nearer the exam date.  
<https://www.my.aquinas.ac.uk/MYAquinasSecure/studentweb/exams/ExamTimetable.aspx>

# Synchronised Assessment Information

## *TIMETABLE CLASHES*

Where **two or more** assessments are scheduled at the same time

Clashes have been resolved and arrangements will have been made for you to sit one at a different time, the new time will be shown on your timetable

If you have an appointment which clashes with an assessment eg driving test, university interview you should contact the Exam Office for this to be re-arranged

DO NOT assume all exams are in the Sports Hall!

# Synchronised Assessment Days

You will be refused entry to an Assessment Room if you do not have your Student ID Card, this should be taken out of the holder and placed on your desk face up

Candidate No



**DON'T  
FORGET  
YOUR  
ID!**

# Synchronised Assessment Days

## *ATTENDANCE*

### **Late – Don't Panic!**

Report to the Invigilator in your assessment room, they will help

### **ILL or have suffered an injury!**

inform College **IMMEDIATELY**, special arrangements may need to be made to help you sit the assessment eg Scribe

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# Synchronised Assessment Days

## EQUIPMENT

It is **your** responsibility to arrive with the correct equipment

**It may not be possible to loan out equipment in the assessment room as we have a limited supply**

without it you may be disadvantaged!

## ESSENTIALS

2 **Black** Pens

Any Mathematical or Specialist Equipment

Calculators – *make sure Graphical Calculators are in exam mode!*

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**Non Religious  
headwear**  
(caps, hoods, Durags etc) are  
**NOT ALLOWED**

# Synchronised Assessment Days

**UNAUTHORISED**  
**Not allowed in the assessment room.....**  
**OR IN YOUR POCKET!!!!!!**

**“MOBILE PHONES, Watches, Earphones or Earbuds or  
potential technological /web enabled sources of information”**

Gel Pens

Tippex fluid, pens or tape

Notes (books or papers)

**calculator lids & instructions**

glasses cases

Food

Drink bottles with labels

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# Synchronised Assessment Days

## CONDUCT

**Courteous behaviour and SILENCE** is expected at all times

**DON'T enter** a room without permission from a member of staff or an invigilator

**DON'T communicate** with any other student – put your hand up and ask an invigilator for assistance

**DON'T leave the room** until dismissed by an invigilator

Leave the room **quietly** – there may be students still working

Don't forget  
Student ID Card

You may be  
refused entry  
without it!

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# Synchronised Assessment Days

## *What else to remember....?*

Follow all instructions given by staff and invigilators

Use your time wisely during the assessment

If you finish early check your work

Stop writing when you are told to do so

Don't disturb others

Arrive in plenty of  
time.....

At least 15 minutes  
before!

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# And FINALLY!

*Remember that careful preparation and revision are the key to success*

