

# Summer Exams FAQs

## What if I am ill on the day of my exam?

Try to come into school and let Ms Campbell know as soon as possible. If necessary, adjustments will be made, and a report will be made to the exam boards advising them of your illness and how it affected your exam.

If you are too ill to come into school, you or your parent/carer need to ring the school absence line as soon as possible. Upon your return to school, you need to see Ms Campbell or else your grade may be affected.

## What if I am late for my exam?

You need to ring school as soon as possible to let us know when you will be arriving in school. You need to get to school as soon as possible, as it may jeopardise your grade if you don't as the exam board may not accept your exam script.

As soon as you have let school know, if you are with a responsible adult, give them your mobile, switch off the radio and any streaming or digital services. If possible, stay with that responsible adult as you travel to school. They will be asked to sign a declaration when you get to school.

See Ms Campbell as soon as possible after your exam as a report will need to be made to the exam board.

## What happens if I forgot to put my mobile, earbuds/EarPods/Air pods or other unauthorised materials in my locker?

Hand them into an invigilator as soon as possible, ideally before the start of the exam.

## Am I allowed to wear jewellery?

Please remove all bracelets and rings and leave them either at home or in your lockers.

## What if my exam equipment fails?

Let an invigilator know as soon as possible and we will organise a replacement for the duration of your exam. This will need to be returned at the end of the exam. Do not borrow or lend equipment to anyone during the exam. It is malpractice if you do and may result in your disqualification from the exam or subject.

## What if I run out of paper?

Put your hand up high so an invigilator will see it, ask them for continuation / additional paper and we will bring it to you. Make sure you put all your name, candidate number and centre number on the additional paper.

Make sure you number your answers clearly so the exam board will know which questions you are answering. Make sure you put it in the front of your exam paper at the end of the exam, when you hand it in.

### **What if I realise, I have started the wrong exam paper or tier during an exam?**

Check your exam paper during the announcement at the start so we are able to it against our paperwork and with your teachers. We will then be able to provide you with the correct paper, and you will be given your full time.

If you have started the paper, let an invigilator know as soon as possible so we are able to take the correct action.

If you don't let anyone know, this may affect your grade as you will be marked as absent from your exam.

### **What if I finish early?**

You should use this time to check your answers and try to answer any questions you have not attempted.

### **Do I need to wear uniform for my exams?**

Yes, as it is a school expectation that you are wearing the correct uniform.

### **Can I take in tissues, lip balm or sweets into the exam?**

No, you are not allowed to take anything other than your exam equipment (pen, pencil, ruler, eraser, protractor, compass, calculator (if allowed and no lid), highlighter in a clear pencil case and a clear transparent water bottle without a label or writing) into the exam. If you need tissues, just ask an invigilator and we can bring some to you.

### **What if I am not sure if my equipment meets the regulations?**

Ms Campbell or one of the invigilators are happy to help you with this.

### **What happens if the fire alarm sounds?**

The exam will be stopped, and we will await further instructions from a member of SLT or Ms Campbell. If you need to be evacuated, you will need to do so under exam conditions and you will leave with a staff member out the nearest fire escape in your row and seat numbers. You will walk past Astroturf and assemble on the MUGA in your exam room rows. If it essential you remain in silence and under exam conditions as a report will be made to the exam board about the incident.

### **What happens if a lockdown is initiated?**

The exam will be stopped, you will close your papers, and you will follow the instructions in the announcement from the Exams Manager. Remember you will need to keep silent as part of the lockdown instructions, but also you will still be under exam conditions, and a report will be made to the exam board about the incident.