

## FREQUENTLY ASKED QUESTIONS (FAQ)

**Q: What do I do if I think I have been given the wrong paper?**

A: Invigilators will ask you to check the paper before the exam starts. If you think something is wrong put your hand up immediately and tell the invigilator.

**Q: What do I do if I forget my Candidate/Exam number?**

A: Candidate/exam numbers are printed on a Candidate ID card that will be on your examination table, on seating plans, and on attendance registers. Invigilators will be able to help you find your number. Alternatively, you can check the seating plan displayed at the lining up point before going into the exam room.

**Q: What do I do if I forget the School Centre Number?**

A: The Centre Number is 25341. It will be clearly displayed in the examination rooms and on your Candidate ID card.

**Q: What do I do if I have an accident before the exam and have a temporary injury.**

A: Inform the school at the earliest possible point so we can help or advise you. In case of an accident that means you are unable to write, it may be possible to provide you with a scribe to write your answers or provide a laptop but we will need as much prior notice as possible. You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf. (See Below).

**Q: What do I do if I am ill on the day of the exam?**

If you are feeling unwell, but still feel able to sit the examination, come to the exam and let the Examinations Officer or invigilator know and we can assess the situation. In the vast majority of cases it is better to take the exam if you can.

If you are too ill to attend and are unable to attend an examination, you must phone the school first thing in the morning, before 8am if possible to inform us on 01858 464795. Parents/guardians will need to write a letter to the Examinations Officer giving details of the reason for the examination absence with relevant dates. You may be asked to provide a medical note detailing the reason for non-attendance and will be advised on this when you contact us. You may also be asked to complete a JCQ Medical Statement Form. The Examinations Officer will contact the Awarding Body to ask for Special Consideration if appropriate. The Awarding Body then decides the level of consideration given to a candidate.

For COVID related illness, we will follow the national guidelines in place at the time of the examination regarding testing and isolation. Please see above if your child is too ill to attend an examination.

**Q: What do I do if I feel ill during the exam?**

A: Put your hand up and an invigilator will assist you. You should inform an invigilator or the Examinations Officer if you feel ill before or during an exam and you believe this may have affected your performance. Students should be aware that there is very limited scope for considerations in these situations.

**Q: What do I do if I have special medical needs?**

A: You should inform the Examinations Officer well in advance of the examination if possible. A common example is when a student is diabetic and will need medication or glucose.

**Q: Can I take any food or drink into an examination room?**

A: Unless you have been given prior permission on medical grounds then the only thing you are allowed to take into the examination room is water in a clear bottle with all labels removed. No food, soft drinks, gum, sweets etc are allowed.

**Q: If I am late can I still sit the examination?**

A: We encourage students to be in school by 8.30am at the latest to access our breakfast provision in addition to the pre-exam sessions. This also builds in time to avoid students being late for the start of an exam.

Provided you are not more than 1 hour late after the published start time, it will be possible for you to sit the examination and the Exam Board does not need to be informed. You should get to school as quickly as possible and report to Reception. The Examinations Officer will escort you to the exam room. You must not enter an examination room without permission after an examination has begun. You should also be aware that if you arrive to school and start the exam more than 1 hour after the published start time, the school must inform the Awarding Body and it is quite possible that the Board may decide not to accept your work.

**Q: If I miss the examination can I take it on another day?**

A: No- timetables are regulated by the JCQ and Awarding Boards and you must attend on the given date and time.

**Q: Do I have to wear school uniform?**

A: Yes. Normal school regulations apply to uniform.

**Q: How do I know how long the exam is?**

A: The length of the examination is shown in minutes on your individual timetable. Invigilators will tell you when to start and will write the start and finish times of the exam will be displayed at the front of the exam room. There will a digital a clock in all the examination rooms.

**Q: Can I go to the toilet during the exam?**

A: Only if it is absolutely necessary as it causes a disturbance for other candidates in the room. We encourage all students to use the toilet prior to the exam line up to avoid this. In an urgent situation, you will be escorted to and from the toilet by an invigilator but will not be allowed any extra time unless there are medical grounds, which must be reported to the Exams Officer prior to the start of the exam.

If you have any further questions please email the Exams Officer via email [examsofficer.wp@wellandparkacademy.com](mailto:examsofficer.wp@wellandparkacademy.com)