

**WELLAND PARK ACADEMY  
CENTRE 25341  
SUMMER EXAMINATIONS SERIES**



**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 submit an application to the awarding body for special consideration to be applied.

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

A: If you are feeling unwell, come to the exam and let the Examinations Officer or Pastoral Team know who can then assess the situation and, if deemed applicable, the school can submit an application to the awarding body requesting special consideration to be applied.

Absence due to illness **must** be supported by a letter from a doctor/medical professional **deeming you unfit to sit your examination**. The awarding body will then decide the level of special consideration to be given to you. You must phone the school first thing in the morning, before 8am if possible, to inform us on 01858 464795

Candidates who fail to turn up for an exam, without an acceptable reason, will be invoiced for the full cost of the award involved. Conflicting personal arrangements or forgetting to turn up for an exam, for example, are **not** acceptable reasons.

**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. **If you do not arrive for the start of the pre-exam jam a call home will be made from the front office.**

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 exam board and it is quite possible that they 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 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)