

## Written timetabled exams

Exam entries are completed by 14<sup>th</sup> February 2020 at the latest, but may be made earlier if the College has all relevant information.

All student will need to check on their student portal that the details are correct (<https://portal.s6f.org.uk>) . If this information is not correct they should in the first instance discuss this with subject staff and their tutors who will liaise with the Exams Manager.

Students can print copies of their timetables directly from the portal.

Outside the exam rooms there are displayed several warning signs to Students (also displayed on the exam noticeboard), in addition these signs have been emailed to all students at the start of the academic year and can be found at the end of this handbook. These documents are also available on the College website in the exam folder (information for Students). Students must ensure that they are **aware of and follow the regulations** within these documents. The exams office staff can clarify any points students are unsure of.

## On-screen exams

Some Btec and functional skills exams are completed by all students on-line. Teachers will advise students if this is the case for any of their assessments.

The rules and regulations that apply to on-line exams outlined in the Information for Students can be found in appendix 3 towards the end of this booklet.

## Contingency day - Summer 2020

The awarding bodies have designated **Wednesday 24 June 2020** as a contingency day for examinations.

In the unlikely event that there is national disruption to a day of examinations in summer 2020, the awarding bodies will consult with the Department for Education to agree the most appropriate option for managing the impact. As a last resort the affected examinations will be rescheduled, up to and including 24 June 2020. Students will be expected to make themselves available for the rescheduled dates.

Where students choose not to be available for the rescheduled examination(s) for reasons other than those traditionally covered by special consideration, they will not be eligible for enhanced grading arrangements. **This means being out of the country/on holiday would not be considered an acceptable reason.**

## What time your exams will start and finish

Morning exams start at **9.00 am**

Afternoon exams start at **1.30pm**

Students are expected to be outside their exam room **10 minutes** before these start times to enable the invigilators to have everyone seated in time.

Students must stay in the examination room until the end of their exam time.

## Where you will take your exams

### **During the year**

Information will be displayed on the exam notice board. Exams are taken in a variety of rooms throughout the year.

### **Summer Exams**

Once entries are complete, students will be informed about seating arrangements. This will be available via the student portal.

The exams notice board and outside the sport hall will be updated each day with listings of exams and students, including rooming/seating arrangements

Most students will sit summer exams in the sports hall. However if you have an access arrangement you may take yours in a different room. You will be able to see which room you need to go to on your Student Portal, usually from the first week in May.

If you have an **access arrangement**, you should have received a **contract from the Exams** office, if you are not sure please come and see the staff in the exams office or email [exams@s6f.org.uk](mailto:exams@s6f.org.uk)

## **The Sports Hall**

For examinations, the hall is arranged in 13 columns numbered 1-13, and 19 rows lettered A- S.

Row A is at the front of the hall and column 1 is against the wall on the right hand side of the hall as students enter from the back.

The seating is grouped into subjects and then students mostly will sit alphabetically within their subject.

In the portal students will see L10 for example which is the co-ordinates of their seat. Invigilators will help find your seat.

Copies of the seating plans are put up the day before the exam on the exam noticeboard and outside the sports hall if it is to be used.

## **Exams in other rooms**

In the student portal these will just show the room e.g. F005

The invigilator will inform you where to sit before the start of the examination.

## **Supervision during your exams**

Exams are supervised by a team of invigilators

Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ and the awarding bodies etc.

The JCQ General Regulations, ICE booklet and Access Arrangements Guidance are all available on the College website.

## **How your identity is confirmed in the exam room**

Invigilators have to check the identity of Students, this is done by a visual check with the photograph on the Student desk card. You **MUST** also wear your lanyard or have a sticker from Student services.

Where it is impossible to identify a Student due to the wearing of religious clothing, such as a veil, the Student will be approached by a member of staff of the same gender and taken to a private room where they will be politely asked to remove the religious clothing for identification purposes. This booklet complies with the ICE regulations section 16 and constitutes the College pre-warning Students of this process.

Once identification has been established, the Student should replace, for example, their veil and proceed as normal to sit the examination

## **What equipment you need to bring to your exams/items allowed in the exam room**

Students are expected to bring all the equipment they need for their exams, the exception is GCSE maths and functional skills maths as the College supplies packs of equipment and calculators.

Students must use clear pencil cases (no writing, colour or pattern). If a Student realises before an exam starts they have forgotten their equipment they should explain this to the invigilator.

The invigilators will have spare stationary for emergency use.

Using calculators - Lids must be removed from calculators before the start of the exam and placed face down under the chair.

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|---|---|
| <p><b>Calculators must be:</b></p> <ul style="list-style-type: none"> <li>○ of a size suitable for use on the desk;</li> <li>○ either battery or solar powered;</li> <li>○ free of lids, cases and covers which have printed instructions or formulas.</li> </ul> | <p><b>Calculators must not:</b></p> <ul style="list-style-type: none"> <li>• be designed or adapted to offer any of these facilities: - <ul style="list-style-type: none"> <li>○ language translators;</li> <li>○ symbolic algebra manipulation;</li> <li>○ symbolic differentiation or integration;</li> <li>○ communication with other machines or the internet;</li> </ul> </li> <li>• be borrowed from another candidate during an examination for any reason;</li> <li>• have retrievable information stored in them - this includes: <ul style="list-style-type: none"> <li>○ databanks;</li> <li>○ dictionaries;</li> <li>○ mathematical formulas;</li> <li>○ text.</li> </ul> </li> </ul> |
| <p><b>The candidate is responsible for the following:</b></p> <ul style="list-style-type: none"> <li>○ the calculator's power supply;</li> <li>○ the calculator's working condition;</li> <li>○ clearing anything stored in the calculator.</li> </ul>            |   |

**Analogue watches are currently allowed into the examination room (not digital). They should be placed face up on the desk before the start of the examination.**

### **Food and drink in exam rooms**

You are only allowed to take water in a clear, **unlabelled bottle** into the exam. Food is not permitted. If you have a cough and might benefit from a cough sweet during the exam please speak to one of the invigilation team.

### **What you should wear for your exams**

Students should avoid wearing clothes with writing on that could be interpreted as useful information for an exam. Students should follow the College Policy for suitable clothing. **Students must wear their lanyards** or a sticker from student services.

### **Where your personal belongings will be stored during your exam**

Students should bring the minimum needed into the examination room. An invigilator will indicate where to place bags etc., if unsure Students must ask for guidance.

For summer 2020 exams we are working towards have secure rooms where students leave their bags prior to the exams. Further information on this will be given closer to the exams.

## **Students may not bring the following into the examination room**

Stationary/paper either intended for rough notes or containing prepared notes (any exceptions to this will be advised by subject staff)

Any items not explicitly stated on the front of the examination paper

- Digital watches
- Potential technological/web enabled sources of information such as:
  - o iPods;
  - o mobile phones;
  - o MP3/4 players or similar device;
  - o Smartwatches; and
  - o wrist watches which have a data storage device etc

If you must bring a phone into College you cannot bring it into the exam room

**If Students have access to unauthorised items (including phones) in the examination room this may be considered as malpractice.**