

Written timetabled exams

Exam entries are completed by 14th 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.