

EXAMS OFFICE FAQs

1. When is my last exam?

- Exam dates are set by the Exam Boards and are published on their websites once the dates are finalised. A list of exam dates will also be published in the Exam Information area of the College website as soon as the final dates are available.
- Your own personal exam timetable will be released onto CEDAR once all your exam entries have been made.
- Deadlines for submission of coursework and dates for practical, performance, oral and on-screen exams are issued by subject teachers.

2. Where will I find my exam timetable?

- You will receive an e-mail telling you when your exam timetable is available to view on CEDAR.
- Remember to keep checking your exam timetable regularly during the exam period in case of last minute changes to rooms or seating.
- If there is anything wrong on your exam timetable, you must contact the Exams Office immediately.

3. My exam timetable says I have two exams on the same day at the same time, what do I do?

- If your exams are scheduled for the same time and total 3 hours or less (e.g. 2 exams of 1.5 hours each, scheduled in the morning session), you will sit them one after the other in the same exam room and seat.
- If your exams total more than 3 hours, one exam will be moved to the other session and you will be supervised between the two sessions.

4. Why have I received a letter saying I have to go into isolation on one of my exam days?

- If you have clashing exams that total more than 3 hours (e.g. two 2 hour exams scheduled in the morning session), one exam has been moved to the other session and you must be supervised until you have completed both exams.
- You must not leave the exam room on your own; you must be supervised at all times or risk being disqualified from your exams for that day.

5. What time do exams start?

- You must be at your exam room at 9.00am for morning (AM) exams and 1.15pm for afternoon (PM) exams.
- Make sure you allow enough time to get to college especially in the winter when bad weather can cause traffic delays. If you think you are going to be late for an exam you must contact the Exams Office immediately (see 10. Below)

6. What do I need to bring with me to my exams?

- Your **college ID card** so that the invigilators can identify you
- For all exams you will need: pencils, black pens and rulers; only **clear pencil cases** are allowed
- **College does not provide** calculators, protractors and compasses so if you need them for your exams you must bring them with you.
- If you bring water to drink it must be in a clear bottle with the label removed. Food is not allowed unless it is needed for medical reasons and has been approved in advance of the exam series starting.

7. Can I keep my phone in my pocket if I make sure it's switched off and I don't use it?

- NO... You must **NOT** be in possession of your phone during an exam even if it is switched off and you have no intention of using it.
- If you are found to have a mobile phone, or any other unauthorised item, in your possession during an exam, the Exam Board will be informed and you will be disqualified from your exam.

8. What happens if I put the wrong candidate number on my exam paper?

- Your 4-digit candidate number will appear on your exam timetable on CEDAR and will also be printed on the seating plan outside your exam room. Make sure you know your candidate number before the start of the exam series.
- You must complete the front of your answer booklet, and any additional sheets, with your full name and candidate number.
- If, after the exam, you realise you have written your candidate number incorrectly contact the Exams Office.

9. What if I get the time of my exam wrong? E.g. confuse AM & PM

- If you arrive in the afternoon for a morning exam you won't be allowed to sit the exam and will receive zero marks for the missed paper so please check your exam timetable very carefully.
- If you are transferring information from your exam timetable to your diary/planner, double-check that you have copied it correctly.
- Room changes can be made at short notice so check your timetable on CEDAR regularly.

10. What if I'm delayed on the day of the exam?

- Allow plenty of time to get to college; you must be at your exam room at 9.00am for a morning exam and 1.15pm for an afternoon exam.
- If you are held up due to traffic chaos, trains delayed etc., contact College immediately: **Reception – 01772 460181, Exams Office – 01772 460181 Ext: 2208/2287**

11. What if I'm unwell during an exam?

- If you feel ill and need to leave the exam room you must inform the invigilator as you must remain supervised at all times during the exam.
- If you feel your performance in an exam was affected because you were unwell, you can complete a special consideration request form and hand it into the Exams Office together with supporting medical evidence. The special consideration request form can be found in the Exam Information area of the College website or obtained from the Exams Office.

12. How/when do I get my results?

- AS/A Level and GCSE summer exam results are published on CEDAR on the respective results days in August.
- Information about how to access results will be sent out during the summer holidays.

13. What if I'm not happy with my results?

- The Exams Office is open every weekday following the release of results to help with any queries you have about your results.
- Details of Post Results services (e.g. copies of scripts, re-views of marking etc.) and charges can be found in the Exam Information area of the College website.
- If you have UCAS queries you can contact the Careers Office by e-mailing careers@cardinalnewman.ac.uk.