



Rodillian Academy

**Examination Guidance
for Students and
Parents**

Summer 2019

It is the aim of Rodillian Academy to make the examination experience as stress-free and as successful as possible for all candidates.

Frequently asked questions

Q. When will I get my examination timetable?

Your individual examination timetable will be given out at Exam Preparation Evening. If you have any queries, see Mrs Southorn immediately. It is essential that you check your timetable carefully for the **dates** and **times** of your examinations.

Q. What do I do if there is a clash on my timetable?

The Examinations Officer will re-schedule papers, where there is a clash of subjects. Students will normally sit one paper then have a break during which they will be supervised and must not have any communication with other students. They will then sit the second subject paper.

Q. What do I wear to the examination?

You must wear your uniform correctly.

Q. What happens at the start of the examination?

Listen carefully to the instructions and notices read out by the Examinations Officer. Check that you have the correct question paper. Read all instructions, on your paper, carefully.

Q. What equipment should I bring to the examination?

Black pens, pencils, ruler, rubber are all necessary. All equipment should be kept in a clear plastic pencil case and must be visible at all times to the invigilators.

Some examinations will require additional equipment such as a Scientific Calculator, a pair of compasses and a protractor.

Q. Can I wear a watch in an exam?

All watches must be removed and put on the desk where the invigilators can clearly see them. Watches with LED screen are not allowed.

Q. Can I eat and drink in the examination?

You cannot eat in the examination but you can take a drink into the examination. The bottle must be clear and not have a label on it.

Q. What do I do if I am ill on the day of examination?

Inform the Examinations Officer at school as soon as possible. You will need to obtain a letter from your GP detailing your illness.

Q. What is an Appeal for Special Consideration?

Special Consideration is an adjustment to the marks or grades of a student who is eligible. You should be aware that any adjustment is likely to be small. Special Consideration can be applied for in the case of illness, accident, injury, bereavement or a domestic crisis. If you think that you are a candidate for Special Consideration you must inform the Examination Officer immediately, so that the necessary paperwork can be completed.

Q. What do I do if I feel ill during the examination?

Put your hand up and an invigilator will assist you.

Q. If I'm late can I still sit the examination?

Yes, provided you are not more than 1 hour late. You should get to school as quickly as possible and report to the Examinations Officer who will escort you to the examination room.

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

No.

Q. Can I bring my mobile telephone into the examination room?

No

It must be **turned off** and **left in your bag**. Being in possession of a mobile phone (or any other electronic communication device) is regarded as **cheating**. Smart Watches must also be removed.

Q. Can I leave the examination early?

No.

Q. What happens at the end of the examination?

At the end of the examination all work must be handed in. If you have used more than one answer book or loose sheets of paper, ask for a tag to fasten them together in the correct order. Invigilators will collect your examination papers before you leave the room. **Absolute silence** must be maintained during this time. Remember you are still under examination conditions until you have left the room.

Q. What do I do if the fire alarm goes?

The examination invigilators will tell you what to do.

Q. Can I go to the toilet during the examination?

Yes, you will be escorted by an invigilator and you will not be allowed any extra time.

Q. Can another person pick up my results?

If you are unable to collect your results then you can ask another person to collect them on your behalf, however you **must** give your written authorisation to school before results day.

Q. What do I do if I don't get the grades I need?

Teaching staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your results you should first consult the Subject Leader to obtain their advice.

If you have any queries or need help or advice at any time before, during or after the examinations please contact:

The Examinations Officer - Mrs. Southorn on 01924 872252 ext: 207

Remember - we are here to help.

GOOD LUCK!

GCE Results Day Thursday 15th August 2019 9.00 a.m.

GCSE Results Day Thursday 22nd August 2019 9.00 a.m.

Mrs. Southorn
Examinations Officer.