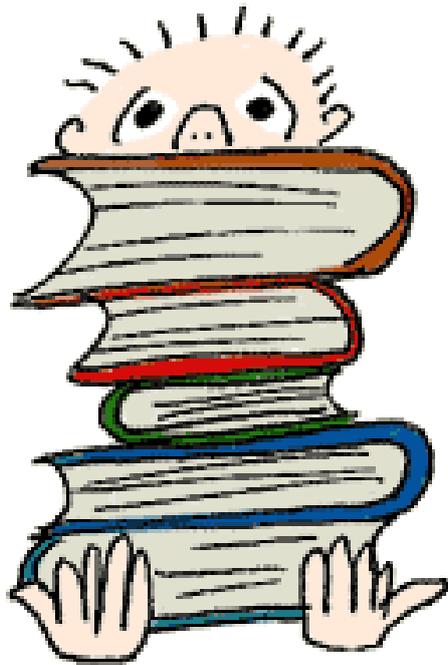


# EXAMS



## Exam Check List



Aim to arrive at the school 15 minutes prior to an exam at the latest. In most cases, 'Hot Tips' sessions run 30 minutes before the exam and should not be missed. It is much better to leave a bit earlier in case of problems with the journey. Candidates who arrive late may still be admitted but it is at the exam board discretion whether the work will be marked.



When taking exams, bags and coats should be left at the front of the room or in the designated area.



Mobile Phones – Candidates **MUST NOT** have mobile phones in their possession either switched on or off. Phones must be switched off and left in bags. If a phone is found on you or goes off you can be **disqualified** from the exam. **PLEASE REMEMBER TO SWITCH MOBILE PHONES OFF.**



Watches- Candidates **MUST NOT** be in possession of any watch. All watches are unauthorised and are banned from the exam room. Being in possession of any watch is the same as having a phone and risks disqualification.

You should not have notes, iPod, MP3/4 players, wristwatches that have a data storage etc. in your possession. Hand in these items or leave them at home.



You should bring the correct equipment you need for each exam: Black ball point pen, pencil, rubber and any other writing equipment needed for your exams. Only clear pencil cases are allowed on your desk, any others should be left in your bag.



In an exam where you have the use of a calculator, you should not have a calculator cover on your desk. This should be left in your bag.



Shhhhh!

There is absolutely no talking or communication between students once you enter the exam hall, if you have any questions you should raise your hand once seated and an invigilator will come to you.



You must bring your identity badge to all Examinations. It is part of your uniform and allows Invigilators to confirm your identity.



Full school uniform must be worn to all year 11 exams. Failure to do so risks being turned away



No food is allowed in the exam hall (if you have a special requirement – please see the exams office, before the exams).



Water bottles are allowed in the exam hall, these should be clear bottles with no label.



Ensure you know the times, dates, venue and seat number for your exam.

**Familiarise yourself with the JCQ "Information for Candidates" copies of which were emailed to you in October 2021 or visit <https://www.clcc.college/curriculum/exams-information/>**

## What to do if you are ill on the day of an Exam



- If you are feeling unwell, but still able to travel into school and sit your exams, I suggest you come to the exam. In most cases, it is better to take the exam if you can. A doctor's note can then be obtained and special consideration applied for.
- If you are ill and are unable to attend an exam it is vital you phone the school first thing in the morning (0116 2771555) to inform us. You **MUST** obtain a note from your doctor detailing the reason for non-attendance. There is the possibility of submitting this note to the Examination Board to ask for special consideration. The Board may look at this in conjunction with other exam marks in that subject and may adjust the mark and grade accordingly.
- If in doubt - **PHONE THE SCHOOL**

**If you do not attend an exam without a valid reason, you will be charged for that exam.**

# **After the Examinations**

## **Notification of Results**

### **Summer Series**

- Results to Candidates GCE 18<sup>th</sup> August
- Results to Candidates GCSE 25<sup>th</sup> August
- If you wish any other person (including family members) to collect your results on your behalf you must provide your written authorisation to the college.

## **Post Results Services**

- Upon collection of your exam results you will receive a letter which provides you with information on how you can request post result services for example access to scripts and review of results. Please note there is a fee for all post result services.

## **Certificates**

- You will be able to collect your examination certificates from the college reception from December. Please check the college website as this will be updated when they are available. If you are unable to collect your certificates and wish for someone else to collect them on your behalf we will require a signed letter granting your permission.
- Countesthorpe Academy is only obliged to keep certificates for a period of one year after issue. If certificates are not collected after this period they will be destroyed. You are therefore urged to collect your certificates and keep them safe.