



## Examinations Frequently Asked Questions

### **Examination Staff**

Examinations Officer: Lisa Gerrity  
Telephone: 01493 750431 extn: 234  
Email: lgerrity@acle.norfolk.sch.uk

### **How do I know when my son/daughter has an examination?**

All students are issued with a personalised timetable by the examinations office; these are updated if there are any changes to their entries. Students should make every effort to keep the timetable in an accessible place.

### **Where can I find an exam timetable?**

A general timetable of examinations is posted on this website and will be displayed on the Examination Noticeboard.

### **What happens if my son/daughter has more than one examination taking place at the same time?**

The Examinations Officer will be aware of timetable clashes. However, if students notice a clash on their timetable they should contact the Examinations Office as soon as possible. Special arrangements will be made and in many cases students have to be isolated with supervision, especially where they are taking an examination earlier in the day when others are taking the examination later.

### **How do students know where their examination will be taking place?**

Examination seat plans are posted outside the main hall. Students MUST check these plans to find their candidate number and where their exam is taking place. If you notice that your candidate number does not appear in any seat plan, please notify the Examinations Officer immediately

### **How do students know where to sit in the examination hall?**

Each student has a unique candidate number. Students will be seated in order of candidate number in a snaking pattern i.e. front to back then back to the front again. Examination Invigilators are made aware of students with special requirements before the examination begins. Sometimes the candidate numbers may be in tier order but this will be clearly marked on the seat plan.

### **When do students need to arrive for an examination?**

Morning examinations will start at 9.15 am and afternoon examinations will start at 1.30 pm. Students are asked to arrive at least 10 minutes before an examination starts.

### **What happens if a student arrives late for an examination?**

The Examinations Board have clear rules and regulations governing the lateness of students. If a student knows that they are going to arrive late they must contact the Examinations Office immediately. We make every effort to contact home when a student is

missing from an examination. If a student arrives very late i.e. more than 30 minutes they may not be allowed to start the examination so will not be awarded a mark for that examination.

**What should I do if my son/daughter is ill on the day of the examination?**

You should contact the Examinations Office as soon as possible so that we are aware. You will need to obtain a doctors certificate and return it to the school immediately. The decision on whether to award a mark is at the discretion of each Examination Board.

**Are students allowed to leave the examination halls early?**

No. Students who finish early are not allowed to leave early. These are Examination Board rules. Students should use any time left to check their work. Note that students who doodle/scribble on their answer sheets risk disqualification from the examination. Again these are Examination Board rules.

**What are the rules regarding mobile phones?**

Students are not allowed mobiles phones in the examination rooms. Mobile phones and any other electrical equipment (iPods etc) should be SWITCHED OFF (not on silent) and placed in the trays held by the Invigilators before the start of the examination. Students found with a mobile phone or other electronic equipment inside the examination room run a very high risk of being disqualified from the examination by the Examination Board and any other future examinations.

**Are students allowed to take food or drinks into the examination hall?**

We recommend that students take a bottle of water into the examination with them. However, it must only be water and it must be in a clear bottle with no labels. Food will not be allowed (unless a student has a pre-existing medical condition that we are already aware of).

**What equipment does my son/daughter need to take into an examination?**

All pens should now be black ink. We recommend that students should have at least 2 spare pens. They will also need pencils, a ruler, calculator (some Science examinations will require a calculator), erasers, compass and protractor and coloured pencils. All equipment should be in a clear plastic pencil case. We cannot supply equipment to all students who do not bring the correct items. Students may disadvantage themselves if they do not have the necessary equipment.

**What are students allowed to wear for an examination when they have left on study leave?**

All students must wear the normal school uniform.