

STUDENT GUIDANCE AND EXAM REGULATIONS

2020/2021

The College wants to ensure that all your exams go smoothly. This guidance has been designed to support you during the exam period and answer any questions that you may have. It also contains the official exam regulations that you must follow.

September 2020

Your Personal Exam Timetable

You can view your exam timetable on CEDAR under 'exams and results'. Please check it carefully and pay particular attention to the **dates, start times and exam venues**. Your **candidate number** will be on your timetable - you will need to write this on the cover of every exam paper.

If you have been assessed or have provided the relevant evidence and are eligible for **access arrangements** (additional support) during your exams, this will be confirmed on Cedar under 'support - learner support – summary – access arrangement details'.

One of my exam papers is not listed on my timetable. Who should I speak to?

Please report this **urgently** to the Exams Officer in room G3.

Can I change the date or start time of my exams?

No. The dates and start times are set by the exam boards, not the College, and they cannot be changed. If you miss an exam, you will not be able to sit it at a different time. It is, therefore, extremely important that you turn up at the correct venue on the timetabled date and time.

What is the National Contingency Day that's listed on my timetable?

The designated 'contingency day' is in the event of national or local disruption to examinations. It is part of the exam boards' standard contingency planning. You must keep this day free until you have completed all your exams.

Exam Start Times

Morning exams start at **9.00 am** Afternoon exams start at **1.15 pm**

What time do I need to arrive for my exam?

Please arrive at your allocated venue at least **20 minutes** before the actual start time.

Exam Paper Clashes

If you have two or more papers in **different** subjects timetabled on the **same date and time**, then you have an exam paper clash.

If I have an exam paper clash, what do I need to do?

You will need to report this to us. To do this, please collect an 'Exam Paper Clash Report' form from the helpdesk behind reception, complete it and return it to a member of the Exams Team in room G3.

We will then arrange for you to start one of your papers at an alternative time. If your clash papers are more than 3 hours long, you will need to be 'segregated' (supervised) between papers. This usually takes place over lunchtime.

Check your exam timetable on CEDAR which will show the rescheduled time and the venue of your papers. Please note that your timetable will be updated within 7 days of your exam paper clash taking place.

Important: If any of the details on your clash day timetable are incorrect or you have recently dropped a subject and no longer have a clash, you must report this to the Exams Officer immediately.

I am going to be segregated over lunchtime. What does this mean?

You will be escorted from the exam venue at the end of your first paper, taken to a segregation venue and separated from other students who have already sat the exam paper or are due to. You will be supervised for the whole of the time under exam regulations. Segregation usually takes place during the lunch break so you will need to take a packed lunch and a drink with you.

Can I revise during segregation?

Yes, we would recommend that you take your revision notes, books, etc, and make good use of the time. You can chat amongst yourselves but please be mindful of students that want to study and need a quiet environment.

Can I use my mobile phone during segregation?

No. You will not have access to your mobile phone, smartwatch, tablet or any web enabled device. If you have any of these items on you, you will be asked to turn them off, hand them over **before** the start of your **first** exam and sign to confirm this.

If you are caught carrying or using any of these items before your final exam has finished, regulations require the College to report this to the relevant exam board. See pages 7 and 8 for examples of exam malpractice and the penalties for breaking the regulations.

Advice: The College recommends that you leave your mobile phone, smartwatch etc, at home. Although we will store all items securely, the College cannot be held responsible for any that are lost or damaged.

Exam Venues

Where will I sit my exams?

Some exams may take place in College but our main exam venue is at the **Fenton Manor Sports Complex**, City Road, Fenton, ST4 2RR.

If you are travelling by car, you will have to pay to park at Fenton Manor. Please contact them direct to check their parking fees (telephone 01782 234186).



Please access the building via the **events entrance** only (situated to the right of the main doors).

There are vending machines and a café area near to the reception desk at Fenton Manor. Please be considerate of other Fenton Manor visitors when using these spaces.

Where can I find the exam venue regulations?

You will find a copy of the regulations on page 11 of this guidance (Information for Candidates). Please read it carefully and speak to your teacher or the Exams Officer if you have any questions. On page 12 you will also find important information about exams/assessments and social media which you must read.

Don't forget that, as soon as you enter an exam venue, you are under exam conditions and must follow all the regulations.

Can I take food and drink into the venue?

You are not allowed to take food into a venue but you can take in a bottle of water which has a 'clear' label or with the label removed.

I am currently taking medication. Can I take this during my exam?

Yes. Please speak to Joanna Finn, Safeguarding and Wellbeing Manager, in room G26 to arrange this.

Attendance

I cannot attend my exam. Who should I contact?

Attendance at all exams is **compulsory**. You will not be able to sit your exam on a different date or time. Only in exceptional circumstances will a student be given consent to miss an exam with the authorisation of the Deputy Principal.

If you feel you cannot attend an exam due for a genuine reason, please contact the Exams Officer on 01782 854225 to explain your absence. You will be required to provide medical or the appropriate evidence within 5 days of the exam taking place. Depending on the reason behind the absence, a decision will then be made whether to charge you the exam fee.

Non-attendance at exams can also affect progression for any continuing years at the College and enrolment may be refused.

Travel Arrangements

It is your responsibility to ensure that you arrive at the correct venue at the correct time so plan your travel arrangements in advance and leave in plenty of time.

Advice: Catch an earlier bus or get dropped off earlier than usual so that you know that you will arrive in plenty of time. You can always revise when you get there. Some subjects put on revision sessions before the start of an exam – ask your teacher about this. Check the local news for any traffic delays that may affect your journey time.

Before the Exam

Advice: Eat a healthy meal or snack, even if you don't feel like it. Your brain needs energy to work!

Go to the toilet! If you need to go during your exam, the invigilator will ask you to confirm that you are not carrying any unauthorised items or material (a mobile phone, smartwatch, revision notes, etc) before you are escorted to the toilet, and you will be asked to sign a form to confirm this. If you are found carrying any of these items, regulations require the College to report this to the relevant exam board. See pages 8 and 9 for examples of exam malpractice and the penalties for breaking the regulations. Any time taken to go to the toilet cannot be added on to your overall time unless you have reported a medical condition.

Do I need to take my College ID card to my exams?

Yes. Place it on your exam desk so that it can be easily checked by an invigilator.

I have lost or misplaced my College ID card. Will I still be allowed to sit the exam?

Yes but you will be asked to provide photographic ID such as your passport or driving licence to satisfy the exam board that you have been positively identified. If you have not got any appropriate ID, we will ask a teacher in the venue to confirm your identity.

If you have lost your ID card, go to the Student Financial Support desk at your next opportunity to get a replacement.

What equipment should I take to the exam?

It is your responsibility to provide all the necessary equipment for your exams – **the College will not provide this for you.** If you don't know what you need to take, check this with your teacher and take plenty of spares with you. You must write in black ballpoint pen only and pencil cases must be see-through.

If you are sitting any maths exams, all programs must be removed from pre-programmable calculators before entering the exam venue. Calculators will be checked randomly during an exam and if any programs are found to be remaining, regulations require the College to report this to the relevant exam board. See pages 8 and 9 for examples of exam malpractice and the penalties for breaking the regulations.

Can I take my mobile phone or watch into the exam?

No. The College operates an empty pocket policy and carrying a mobile phone is breaking exam regulations. If you have a mobile phone on you, turn it off and store it with your personal items at the designated area of the venue. If you are found carrying one, regulations require the College to report this to the relevant exam board. See pages 7 and 8 for examples of exam malpractice and the penalties for breaking the regulations.

Smartwatches are not allowed in an exam venue - if you are wearing a watch (even if it's not a smartwatch), take it off and place it with your personal belongings.

When I arrive at the venue, how will I know where I will be sitting?

Your seat number will be listed on your personal exam timetable. Please note that these are updated on a day by day basis so please don't worry if you are missing seat numbers for some of your later papers.

Paper copies of the seating plans will also be displayed on the walls in the exam venue. Leave your personal belongings in the designated area of the venue before you go to your seat. Each exam desk will have a card showing your details and the exam paper you will be sitting so that you can check you are in the correct seat.

What do I do if I think I am going to be late for an exam?

Contact the Exams Officer on 01782 854225 who will inform the staff at the exam venue. You must continue to make your way to the venue as quickly and safely as possible. When you arrive at the venue, please report to the nearest invigilator or at the reception desk if you have an exam in College.

At the Start of an Exam

- Listen carefully to the announcement at the start and do what you are asked to do.
- Read all the paper instructions and complete all the required details on the front of the answer booklet before you start. You will be asked to write your full name, candidate number (this can be found on your exam timetable), the paper name and paper code. You may also need to sign it.
- On pre-printed answer booklets, each page has a box around the edge. Do not write outside this box as these papers will be marked electronically and anything written outside the box may not be marked.
- Put your hand up and tell the invigilator if you think you have not been given the correct exam paper, stationery, inserts, additional material or if the paper is badly printed or incomplete.

During the Exam

What do I do if I need additional paper during my exam?

If you need additional paper or equipment during your exams, put up your hand to alert an invigilator. Don't forget to complete all the necessary details at the top of any additional answer sheets and place them inside your answer booklet when you have finished.

What do I do if the fire alarm goes off?

Please remain seated until you are told otherwise. If the decision has been made to evacuate the building, you will be directed outside. You will not be able to collect your personal belongings and must not communicate with other students during this time. You will be escorted back to the exam venue if and when it has been declared safe.

I've completed my paper before the official finish time. Can I leave early?

No, you will have to remain in the room for the duration of the paper. Use this time to double check that you have answered all the required questions, check your spelling and grammar or improve any of your answers.

After the Exam

- Once the exam has finished, you will be asked to stop writing. You must not carry on writing even to complete a word or a sentence.
- Collect all your personal belongings and if any exams are continuing, please leave quietly.
- If you have had a clash and you have finished all your papers, do not forget to collect your mobile phone, etc, from the relevant area.

I didn't feel very well during my exam and am worried that it has affected my performance. Is there anything I can do?

If something happens during the exam period, eg, an accident, bereavement or illness, and you think you may be eligible for special consideration, please speak to the Exams Officer. You may be asked to provide medical or appropriate evidence within 5 days of the exam taking place. This will be checked and, if you meet the exam board's criteria, we will submit an application on your behalf.

Exam Malpractice

What is exam malpractice?

Exam malpractice is if you break the exam regulations of a written or practical paper, coursework, set task or controlled assessment. The College takes all instances of suspected malpractice extremely seriously. Regulations require us to investigate and report all instances of malpractice to the relevant exam board. The exam board will then determine the nature of any sanction or penalty to be applied.

What would lead to a malpractice investigation?

- Being in possession of unauthorised items during a written paper, controlled assessment, set task or class segregation, ie, carrying a mobile phone, revision notes or wearing a smartwatch.
- Using a calculator with pre-installed programs.
- Copying or allowing your work to be copied, ie, posting written work on social networking sites or forums prior to an exam.
- Working together with others beyond what is officially permitted, ie, on a coursework unit or set task.
- Allowing other students to help produce your work or helping others with theirs.
- Being in possession of confidential material in advance of an exam.
- Exchanging, obtaining, receiving or passing on any material or information during the duration of an exam by any means of communication, ie, word of mouth, texting, posting on social networking sites (even if just attempting to).
- Passing on rumours of exam content from or to another student.

The above are examples and this list is not exhaustive.

What are the penalties for breaking the regulations?

1. A written warning.
2. The loss of marks for a question or a complete section.
3. Disqualification from a paper, all papers or all your qualifications.
4. Disqualification from all qualifications and banned from sitting exams for a set period of time.
5. Immediate exclusion from the College which could affect university placements, job applications and your progression for any continuing years and enrolment at the College.

What should I do if I think that a student has taken part in or even involved me in exam malpractice?

Do not pass this information on to anybody else and report this to a member of staff immediately. If you do not report it, you are also breaking the regulations. The College will ensure that you remain anonymous to any students involved.

Exam Results

When will my results be released?

Please see the College's website for the dates that results are released to students.

Exam Certificates


When will I receive my certificates?

Certificates will be posted out to you by the end of the year. It is important that if you have changed address during this time, that you let us know. Please note that we cannot post certificates out to temporary addresses or student accommodation. If you would prefer to collect your certificates in person when they arrive, please contact us no later than the end of October 2020.

Disclaimer

By receiving this document, the City of Stoke-on-Trent Sixth Form College can confirm that you have been made aware of the exam regulations and the implications of not following them. The College cannot be held responsible for any failure in ignoring any regulations and advice given in this or the JCQ Information for Candidates documents (see pages 11 and 12).

Queries

 College (main number): 01782 848736
Exams Officer: 01782 854225

 exams@stokesfc.ac.uk

This document and your timetable are available on request on different coloured paper, in large print or a preferred font.