

Exams - What to do if.....

📄 You think you have been entered for the wrong exam.

If you have any doubts about the subject or tier that you have been entered for, see your subject teacher urgently so that any changes can be made with the Exam Board.

📄 Your name or date of birth is incorrect on your statement of entry.

All pupils are entered for exams under their **legal** names. If you think that you have been entered under the wrong name, see Mrs Andrew as soon as possible. It is difficult to change names and dates of birth after certificates have been printed. Ensure that you write your legal name on your exam paper.

📄 You are ill on the day of the exam.

It is always better if students can take their exam if at all possible. If you are ill you should come into school for your exam and let Mrs Andrew know so that the Exam Board can be informed. If you are still unwell after the exam arrangements can be made for you to go straight home after you have sat it. If the illness is sufficiently serious that you cannot come into school, your parents should ring Mrs Andrew as soon as possible to discuss alternative arrangements and a doctor's note will be needed to cover the absence. Now that exams are linear there is no guarantee that a mark or grade will be awarded so it is important that you sit your exam if at all possible

📄 You can't remember your exam number or your seat number.

This information is displayed on the exam noticeboard in the Music corridor; if in doubt check this information before coming to the exam.

📄 You're not sure when your next exam is.

There is an up to date exam timetable on the website. If you are still not sure ring school and speak to Mrs Andrew. Don't rely on second hand information from friends who may not be sitting the same exam.

📄 The fire alarm goes off during the exam.

The invigilator will stop the exam and tell you what to do. If you need to evacuate the room, leave everything on your desk. You must not try to

communicate with anyone else, whether they are sitting the same exam as you or not.

 **You finish your exam early.**

All pupils are expected to remain in their exam room for the whole duration of the exam. No one is allowed out of an exam early at Alder Grange School. Use any remaining time to check your work and answer any questions you may have missed.

 **You will not be able to collect your exam results.**

If you are away on results day you can arrange to ring up for them or ask someone else to collect them on your behalf. **Arrangements must be made for this in advance.** If you would like your results posting home, please provide a stamped self-addressed envelope to Mrs Andrew before the end of the summer term.

 **You do not get the grades you need for college.**

Subject teachers and Senior Managers will be available for you to talk to on results day. If you feel strongly that you want your work to be reviewed you are advised to seek advice from your teacher and there is a substantial fee for unsuccessful reviews.

 **Exam Certificates.**

These are awarded at Presentation Evening during January. You will receive an invitation to this event when you collect your results. If you cannot attend Presentation Evening, certificates can be collected after this date from school but please note we can only store them for a period of 1 year. If someone is collecting certificates on your behalf they will need a note from you to authorize this.

 **You have lost your certificates.**

Exam boards do not issue copies of certificates. If you have lost yours you can contact Mrs Andrew at school for a letter confirming your results. Alternatively you can contact the exam board directly and they will issue a certifying letter. Exam boards make a charge for this service.

You have two exams at the same time

If you find that you have two exams timetabled for the same exam slot on your statement of entry, arrangements will be made for one of these to be taken at a different time on the same day. You will need to remain in isolation between exam sessions and will need to bring snacks and drinks with you. You should receive a letter prior to the start of the exam season outlining arrangements for the day.

You have any other questions.

If you have any other questions or anything you don't understand please ask. You or your parents can contact Mrs Andrew or your subject teacher to query anything you are unsure of. It is always better to check.