



# S6C Exam Handbook 2025

## Guidance for Students and Parents/Carers

**Updated: March 2025**

*You are required to read this document carefully and retain it for your reference. Please also look at this handbook in conjunction with the JCQ regulations and guidance that can be found at <https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>*

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# Introduction

It is the aim of S6C to make the examination experience as stress-free and successful as possible for all candidates. This booklet will provide informative and helpful advice for you ahead of your upcoming exams. Please read it carefully and show/discuss it with your parents/carers so that they are also aware of the examination regulations and the procedures which must be followed in the event of any problems occurring.

The awarding bodies (examination boards) and exams regulator JCQ set out strict criteria which must be followed for the conduct of examinations, and as such, both candidates and centres are required to follow them precisely. You should therefore, pay particular attention to JCQ's Information for Candidates that can be found at <https://www.jcq.org.uk/exams-office/information-for-candidates-documents/> Please also familiarise yourself with the appendices in this document concerning JCQ regulations and guidance.

Some of the questions you may have are answered in the FAQ section at the back of this booklet. However, if there is anything you do not understand or any question that has not been addressed, please do get in touch with Frankie (Exams Officer) by email [fchurch@s6c.mlp.college](mailto:fchurch@s6c.mlp.college) Alternatively, students can chat message, or drop by the exams office anytime with queries.

## Contact Numbers

Please ensure we have up to date contact telephone numbers for you before the exam season begins. These can be emailed to [office@s6c.mlp.college](mailto:office@s6c.mlp.college) or provided to Hazel on Reception – it is important we have these in case we need to contact you urgently during the exam period.

# Before your Exams

## Preparing for exam time

Achieving your potential in your exams will not happen by accident or good fortune – it will come from thorough preparation, a healthy ‘can-do’ attitude and plenty of hard work. You should have already begun revising, but if you haven’t, get going! Planning is great, but don’t spend too much time writing timetables and making plans rather than actually getting down to the actual revision itself.

Your teachers will have been preparing you for your final exams or unit exams and assessments since you began the course or module, and are the best source of information about your particular subject requirements and techniques for approaching your papers. You can obtain past papers from the awarding body websites, do ask your teacher to point you to the right place. You can also obtain the mark schemes so you can see where marks were awarded, and the examiner reports which highlight where students have gained and lost marks in previous years which can help your approach to the paper.

Use all of the resources at your disposal – your teachers, your fellow students, books, websites etc. Don’t forget that your teachers are there to help you – and really want you to succeed! Don’t be afraid to ask for some help if you need it.

Similarly, if you are sitting a mock exam at college, do give it your best effort - listen to the invigilators, and speak with the Exams Officer if there is something you are not sure about. This is a fantastic opportunity to prepare yourself for the ‘real thing’.

In reading this handbook, you are also setting yourself up for a good exam experience, ensuring that you are aware of what is expected of you on the day, and gaining an understanding of the exam process. You should also take time to read JCQ’s *Instructions for Candidates - Written Examinations 2024-25* which can be found here [https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-Written\\_Examinations\\_2024\\_FI\\_NAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-Written_Examinations_2024_FI_NAL.pdf)

## Statements of Entry

You will have seen a statement of entry, which details all of the exams for which you have been entered. Hopefully you took the time to check this carefully, to ensure you have been entered for the correct examinations, and for all of the examinations you are expecting to sit. If there are questions, incorrect information or concerns then please contact Frankie Church immediately.

This statement of entry has been signed and returned to Frankie Church to acknowledge that all the details on it are correct, including the spelling of your name as this is what will appear on your certificates and it is difficult to change this once they are printed. Your candidate number will also be included on your statement of entry.

## Timetables

Please read these carefully and keep it somewhere where you can refer to it easily. If you miss a general exam you will **not** have the opportunity to take it at a later point. If you miss a vocational exam, that reduces any opportunity for a resit. It is your responsibility to make sure you are in college for every exam on your timetable so ask now if you are not sure about anything.

Printed copies of exam timetables are always displayed in the foyer and study centre ahead of exams, so you can always double check.

You will have a candidate number. This is unique to you and identifies you with each exam board in conjunction with our centre number. You do not need to remember either of this number as it will be provided for you on your candidate card for each examination. The UCI and ULN numbers shown on these documents are other identification numbers for administration only.

## Timetable Clashes

If you have two or more exams timetabled at the same time, arrangements will be made to ensure you can sit both examinations. There are rules and regulations about how we are allowed to schedule these, but it is usually the case that to resolve the clash, one of the exams will be moved to the morning/afternoon, in order that you can sit both on the same day, with minimal disruption to your exam timetable.

A personalised timetable will be sent out ahead of an exam series with details of the clashes, and how it has been resolved, so please keep a look out for such emails.

As a 'clash student', a red notice will be placed on your exam desk along with your exam papers. This serves as a reminder, and will include instructions on what to do at the end of the exam.

At the end of the exam, it is extremely important that you do not leave the exam hall / room. You must remain under centre supervision at all times, that is, with a member of exams or college staff, until your next scheduled exam. If you leave the exam room and centre supervision, it is unlikely that the exam board will allow you to sit the afternoon exam. The invigilators in the room will be briefed of any clashes, and will remind you of this on the day.

Your clash supervisor will collect you (and any other students) at the end of your exam, and will supervise you over the break. Please ensure you bring lunch/snacks, a drink, and any paper revision materials that you would like to look at ahead of the next exam. No electronic devices will be allowed at all in this time, especially no mobile phones.

## Access Arrangements

JCQ define access arrangements as:

*Access arrangements are agreed before an assessment. They allow candidates with specific needs, such as special educational needs, disabilities or temporary injuries to access the assessment and show what they know and can do without changing the demands of the assessment. The intention behind an access arrangement is to meet the needs of an individual candidate without affecting the integrity of the assessment. Access arrangements are the principal way in which awarding bodies comply with the duty under the Equality Act 2010\* to make 'reasonable adjustments'.*

JCQ Access Arrangements and Reasonable Adjustments, p.13

By exam time, students will be aware of which, if any, access arrangements they have been allocated. This will follow discussions with the SENDCo, will be your normal way of working in college, and you will likely have signed paperwork to support applications for these arrangements. If you are concerned that you should have access arrangements but are not sure what has been allocated, please speak to Nikki Miller (SENDCo) or Frankie Church (Exams Officer) as soon as possible.

There are a number of different access arrangements, and can include, supervised rest breaks, use of a laptop, extra time, modified papers (i.e. enlarged font or paper size), computer readers, or access to a mobile phone for medical reasons, (amongst many others). The key document from JCQ covering all aspects of access arrangements can be found at the link below, and covers all aspects relating to such arrangements and provides clear definitions which can be helpful:

[https://www.jcq.org.uk/wp-content/uploads/2024/11/JCQ-AARA-24-25\\_FINAL\\_accessible.pdf](https://www.jcq.org.uk/wp-content/uploads/2024/11/JCQ-AARA-24-25_FINAL_accessible.pdf)

If you sustain an injury just before the exam, or on the day of, please speak to the Exams Officer and/or SENDCo who will be able to advise you on what accommodation can be made in that particular instance. For example, if you have injured your writing hand, it may be possible to use a laptop instead.

Students with access arrangements will usually take their exams in the smaller exam rooms, such as our annexe room opposite the theatre, or the project room.

For a summary of the access arrangements process, please see this JCQ document

<https://www.jcq.org.uk/wp-content/uploads/2024/02/JCQ-Parent-guidance-information-sheet.pdf>

## Special Considerations

JCQ stipulate that centres should only submit applications for special considerations:

*where an adverse issue or event has had or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate their normal level*

*of attainment in an assessment. For example, a candidate who has temporarily experienced illness, injury or some other event outside of their control **at the time of the assessment.***

A guide to the special consideration process, p.7

Parents, staff, invigilators, or students themselves should speak to the Exams Officer if there is a key reason as to why a candidate may require special consideration for an exam. The Exam Officer may request additional information to hold on record, in order to evidence the request, i.e. a doctor's note if you were unwell on the day of an exam and could not be present. An application will then be made to the awarding body. Special considerations usually fall somewhere between 0-5% of marks, with 5% being reserved for very serious instances such as close family bereavements.

## Contingency Days

Contingency days are used by the exam boards in case they need to move an exam date nationally (due to national emergency for example). You should not book any holidays over these dates, as absences due to unavailability on these dates will not be awarded special considerations. As such, you must keep the following dates free (until you have taken your final exam):

**11th June - Afternoon Session**

**25th June - All day**

Please note that contingency days for external exams are not optional days to which you can move your exams if you are unwell or unable to attend. Please see further on in this booklet for details on what to do if you cannot make a scheduled external exam.

# On the Day of the Exam

## Exam Session Timings

**Morning exam sessions start at 9am.**

**Afternoon exam sessions start at 1.30pm.**

Please note, this is the time that you start writing - not the time of arrival.

You must be in the cafe at least 30 minutes before your exam i.e. 8:30 am for morning exams and 1:00 pm for afternoon exams. During this time, your subject teachers will be in the cafe area also, to offer support and any final words of wisdom! Members of SLT are often also present before exam sessions. In addition, the Exams Officer will be present, so if you have any concerns about the exam please do speak to them.

## Breakfast Club

During the exam season there will be a Breakfast Club in the Project Room or Cafe area (please keep an eye on Classroom for updates) every morning from 8am to 8.30am. You can help yourself to a bowl of cereal or toast, in a relaxed and calm environment before making your way downstairs to your exam for 8.30am.

## Support from Staff

As mentioned, for morning and afternoon exams, members of staff will be available in the cafe to provide support and calm any last minute nerves. Teaching staff and/or SLT will also be present when the exam register is taken, to ensure that we have correctly identified each candidate.

## Equipment: Ensure you are exam ready

Please ensure you bring all the equipment you require for the exam with you. We carry some spare equipment in the main exam rooms, but this is only provided as a back-up option e.g. calculator stops working or your pen runs out. You must not rely on being able to borrow equipment. Coming to the exam prepared with the correct items will help in ensuring you feel confident and ready to sit the exam.

### Items you will or may need

- Black pens (ideally biros)
- Pencils, rubber, pencil sharpener
- Ruler
- Calculator (please check with your teacher about which papers allow or don't allow calculators). Lids must be removed, and the calculators must be placed in exam



mode - if you are unsure how to do this please speak to your subject teacher who can show you.

- Highlighters (these can be used to highlight the questions but must not be used in your answers)
- Pencil cases (must be transparent) or transparent zip lock bag to hold your equipment
- Water bottle: if shop bought, please remove the plastic label. If a reusable bottle, please show the cap to the invigilator for them to check. No colourful bottles will be allowed into the exam room, and no drinks other than water are allowed.
- Where pre-release materials are allowed, these will either be provided by exams staff, or will be checked by the teacher and Exams Officer before the exam

## Clothing

- Hoods on jumpers must not be up during the exam
- Hats are not allowed in the exam room
- It is advised that you wear layers, to ensure that you are not too hot or cold during the exam

## Unauthorised Items

The Exam Boards and JCQ take this particularly seriously, and have clear guidance on what items are prohibited from entering the exam room. Posters detailing these items are included on the outside of every exam room door for you to view before you enter the room. In addition, a copy of this poster is included at the end of this handbook. Please take the time to check this, and to read the information below to ensure that you are compliant with exam regulations.

Taking unauthorised items into an exam room is considered 'malpractice', and Exam Boards are likely to respond severely to this, resulting in an automatic loss of marks for the exam paper being sat, and a potential loss of an entire qualification (or multiple qualifications) with that Exam Board. You do not need to have used a mobile phone in an exam for it to be considered malpractice.

You must not take into an exam room:

- Mobile Phone
- Watches (smart, digital, or analogue)
- Headphones (unless part of an access arrangement)
- AirPods or other bluetooth devices
- Bags
- Food (unless pre-arranged with the Exams Officer i.e. for medical reasons)
- Calculator lids
- Correction pens / fluid / Tippex
- Water bottles that are opaque, have labels, or ones with writing/logos.
- Drinks other than water

- Tissues (if you need them during the exam, please ask the invigilator as they will have plenty ready)
- Pieces of paper of any kind, whether notes, tickets, receipts etc.

Please note that there may be exceptional circumstances in which a phone can be present in the room (i.e. medical reasons). This is only by prior arrangement with the Exams Officer and SENDCo, and in these instances the phone will not be allowed on the student's exam desk.

The invigilators in the room will have their phones on them, switched to silent, in order to communicate with the Exams Officer and exam team, as set out in JCQ regulations.

Whilst no watches are allowed in an exam room, there will be a digital clock displayed at the front of the room.

## Malpractice: Rules and Regulations

As mentioned, the Exam Boards and JCQ have strict rules and regulations to ensure that exams are conducted fairly. Breaking these rules can result in being reported for 'malpractice'. Sanctions will be decided upon by the awarding body, and can result in loss of marks or whole qualifications.

The following are examples of malpractice:

- Taking a phone (or other unauthorised items) into an exam room (even if you have not used it)
- Borrowing equipment from another candidate during the exam
- Communicating, or attempting to, with other candidates in any way (i.e. speaking, passing notes, signing or any description, other signals)
- Taking notes into the exam room

As exams staff and as a college, we are obligated to report any forms of malpractice listed by JCQ, there is no centre discretion for this.

You will have spent a lot of time working hard in class, and revising at home, over your time in college - please do not waste all this hard work through malpractice.

## Going into the Exam Room

Most exams will take place in the theatre, or the annexe opposite if it is a smaller group, or you have access arrangements. You must be in the café / outside your exam room 30 minutes prior to the start of the examination.

If you are scheduled to have a 1:1 invigilated exam, you should come to the cafe area anyway for the exams briefing by the exams officer, and then they will take you to the room where you'll be taking your exam after the group briefing.

The Exams Officer will take the register, and let you know which rooms you are scheduled to be in. They will then run through the exams briefing, where they will remind you of key rules and regulations, and any specific instructions for that day's exams.

If you have changed your name, or have a preferred name at college, please speak to the Exams Officer before they take the register, to double check this is on their register and to ensure that they call out your preferred name. The name on your candidate card on your desk will be your legal name (i.e. as on your passport or drivers licence) to ensure that your qualification certificates match to your ID, however it is important that we use your preferred name when calling out the register, so please do have a quick chat with the Exams Officer beforehand.

Please listen carefully to the announcement by the exams officer, the teaching staff and the invigilators prior to going into the room, as otherwise you may miss key information relating to your exam. You must enter the room in silence and in an orderly manner – you are under exam conditions as soon as you go through the door. Any communication after this point is malpractice and will be reported to the awarding body.

## In the Exam Room

Once in the exam room under exam conditions, you must be aware of, and adhere, to the following rules and notices.

### Exam conduct:

- Sit in silence at your allocated desk, facing the front, until instructed by the invigilator.
- Listen carefully to the instructions read out by the invigilator – there may be amendments to the paper published by the Exam Board which you need to know about (these are also called 'erratum notices')

### Pre-exam checks:

- Check you have the correct exam paper – subject, paper number, correct exam board, tier of entry (i.e. foundation or higher) and the date on the paper is correct. If you are not sure, put up your hand and ask the invigilator.
- Check you have all the materials required – these will be listed on the front of the exam paper in a 'What you will need' section
- Read all the instructions on the front of the paper carefully to ensure you understand which questions need to be answered
- If you have access arrangements, please check the laminated slips on your desk which have been placed next to your candidate card - these will indicate which arrangements you will be given and which the invigilator will work to. If they are not as you are expecting, please raise this as soon as possible, ideally before the exam has begun.

- If you are sitting an exam or assessment on a laptop (either through access arrangement or for a laptop assessment) please listen to the instructions from the invigilator on how to save your document before the exam begins. Check that you have done this, and if you are unsure, please ask the invigilator who will be able to confirm correct set up.

#### Pre-exam preparation:

- When instructed, fill in the boxes on the front of your paper
- Your candidate number and centre number will be on the candidate card on your desk
- You must write your legal name on your paper (i.e. the one which is on your photo ID such as passport or drivers licence), not the name you are known by if this is different.
- Do not open your paper until you are told you can begin.
- No papers or exam stationary (even if unused) may be removed from the exam room.

#### The exam paper:

- Ensure each question is numbered correctly, particularly in answer booklets
- Continuation sheets must have your name, centre number and candidate number clearly written on them as well
- Write legibly. You can't be awarded marks for something the examiner cannot read.
- Show your working where this is appropriate – there may be marks available even if your final answer is incorrect.
- Write all of your answers in the space provided – papers are scanned electronically and each question may be sent to a different examiner. The paper will have the spine and areas surrounding the questions (where it says 'do not write here'!) sliced off before scanning and work may be lost. Please ask for a continuation booklet if you need additional answer space.
- Black pen is important as other colours do not scan well and marks may be missed. Gel pens do not scan well – the guidance is not to use them
- Do not draw doodles, images, or write offensive comments or images on your paper – if you do, the awarding body may refuse to accept your paper if it is deemed malpractice.

## During the exam

Once the exam has started, there are a few points to note:

#### Invigilators

The invigilators are there to support you during the exam: they are regularly trained on all JCQ regulations and centre policies, to create the best possible exam environment, and to uphold the integrity of the exams. If you are at all unsure about anything in the exam, please do ask them - they can also liaise with the Exams Officer where needed.

If you need to attract the attention of the invigilator for any reason, please put your hand up, this may be because you:

- Feel unwell
- Need the toilet
- Would like to use rest breaks you have been allocated (please see below sections on access arrangements for further details)
- Need additional equipment (i.e. your pen has run out)
- Need a continuation booklet/s
- Need a tissue

There are a number of issues that unfortunately the invigilators cannot help with, and these include specific questions about the exam paper other than the front cover (i.e. the definitions of words, interpretation of questions, formatting of a document on a laptop other than the header and footer, etc.). However if you believe there to be an error on the question paper please do still flag this to the invigilator.

We can appreciate that exam times can be stressful, however please remember to be courteous and polite to the invigilators - they are there to support you whilst also upholding external rules and regulations.

The college has a fantastic and highly trained team of invigilators. They are: Sue M, Meghan, Sue B, Nikki, Trish, Anna, Lisa, David J, Hallam, David A, Liliana, Sasha, Issy, and Elysia.

### Exam paper errors & Erratum notices

Usually awarding bodies will have noticed any errors before the exam starts, and will have issued an updated exam paper or an erratum notice to be read out at the start of the exam.

However, if you believe there to be an error on the paper, please flag this to the invigilator as soon as you notice. They will then notify the Exams Officer who will request clarification from the Exam Board. You should carry on with the paper as much as possible (potentially moving to the next question where needed) unless told to do otherwise.

### Toilet breaks

Please raise your hand if you would like a toilet break. The invigilator will then request for a member of staff to escort you there and back. Please note that you do not get this time back in the exam, so those minutes you are out of the exam room are wasted - it is advisable that you go before you enter the exam room.

### Fire alarm

If the fire alarm should sound, you must:

- Wait for instructions from the invigilator

- They will ask you to close your exam paper and turn it over
- They will make a note of the time
- You will leave the room in the order in which you are seated via the fire door
- You must remain in silence throughout as you are still under exam conditions, even when outside the building
- The exams staff will take a register to ensure that all students are present and have left the building
- You must stay away from other students and ensure you stay with exams staff, to keep the continuation of supervision
- Once given the all clear to return inside the building, you will then return in an orderly fashion to the exam room and take your seats once again
- The invigilator will indicate the time at which the exam will resume, and then start the exams off once again
- You will get your full allocated time for the exam
- Special considerations will be applied for by the Exams Officer to the Exam Boards, for all students evacuated from the building during their exam
- Please note, that if you leave exam supervision (i.e. leave the supervision of exams staff) we are obliged to notify the board, and you may not be allowed to continue with your paper

### Lockdown

Should the college need to enter its lockdown procedure during an exam session, students and staff must follow college lockdown advice to move behind the secure lines.

Invigilators, exam staff and SLT will advise students on what to do in this unlikely situation. Special considerations will again be applied for should this happen.

### At the end of the exam

If you have finished before the exam end time, please check over your work. Ensure you have not missed any questions (i.e. by turning over two pages at once by accident). Read through the questions again, have you read and interpreted them correctly? Is there anything additional that you could add to your answers? Cross out any notes or work that you do not wish to be marked. If you are using a laptop, ensure that you save your work.

Once the exam finishes, the invigilator will tell you to stop writing, which you must do immediately and close your paper. Please note that the invigilator will not provide a 5-minute warning or similar before the end of the exam (this is to ensure that other candidates are not disturbed) - you are responsible for your time keeping during the exam.

You will then be given a short time to double check the front of your answer booklet or paper, to ensure you have filled out the details correctly, please also check the front details of any continuation booklets to make sure your name and candidate number have been written on clearly.

The invigilator will then collect in your exam papers and any additional stationary. You must remain seated during this time, and stay silent as you are still under exam conditions.

Once the invigilator is happy that all scripts have been collected in, they will then dismiss candidates row by row.

### Leaving the exam room

As you are leaving the exam room, please do so silently and with care, as there may well be other exams still underway. Once out of the exam room, please move away from the door and up towards the foyer, to ensure that you do not disturb the other candidates still taking their exams.

You must wait until the formal end of the exam before you will be allowed to leave the exam room, and will not be allowed to leave early.

If you are entitled to extra time through an access arrangement, you may leave at the end of the scheduled exam if you have finished but do not rush in order to do so – this is your exam that you are short-changing if you leave before you're ready! If you do take your extra time, you will need to stay until the end of this allotted time.

These rules are set by our college to ensure that you get the best possible opportunity to demonstrate your knowledge and hard work, and to avoid disturbing other students taking their exams.

# Results Day

Results days for 2025 are as follows:

**A Level, AS, and EPQ results day is on 14th August 2025.**

**GCSE results day is on 21st August 2025.**

A Level and Vocational qualification results will be available from 9:30am and should be collected in person from college.

Teaching, pastoral, and careers staff as well as SLT will be available on the day, to advise on university acceptances or clearing, and offer general support and guidance.

Exams staff will also be available to advise on post-results services such as reviews of marking or to process requests to retrieve scripts from the awarding bodies (more information on these services, fees and deadlines will be provided with your results).

If you may not be able to collect your results in person on the day, then please contact the Exams Officer as soon as possible so that other arrangements may be made where possible. If you are unable to collect your results in person you may either:

- Provide written permission to Frankie Church for a parent to collect these on your behalf. They will need to provide photo ID at reception for this.
- Request your results are emailed to you on results day. These requests should be made by email to [fchurch@S6C.MLP.college](mailto:fchurch@S6C.MLP.college) from the address to which you want the results sent. It is best to use a non-college email address for this. Please be aware that it may be later in the day when these are sent to you as students in college will take priority for the issue of results and associated queries.
- Request your results are sent to you by post. They will be posted first class on results day. This should be requested by email to [fchurch@S6C.MLP.college](mailto:fchurch@S6C.MLP.college) confirming the address to which they should be sent.



# FAQs

## **I have lost the paper copy of my timetable, when are my exams?**

You will have collected your personalised timetable when you signed your statements of entry earlier this year. However if you have mislaid it, there will be copies of the summer exam timetable in the foyer and in the study centre (as well as a number of other places around college). Please also ask your teachers, as they can confirm specific dates for your individual papers or units.

## **I think I may have an error or exam clash on my timetable?**

Please speak to the Exams Officer as soon as possible.

## **Why do I need to check my statement of entry?**

This is your opportunity to check that all details are correct, including your name, personal details, exam qualifications and levels. We have hundreds to check in the exam office, and may miss an error. Please avoid potential problems by coming to sign these when requested. Signing times and windows are posted on classroom in advance.

## **What should I do if I am ill on the day of an exam?**

Ring college (01722 597970) and let us know as soon as possible (prior to the exam day if you can). We will advise you as to whether you should come in or stay at home, and what the consequences will be for each option. Please do not rely on emailing as this may not be picked up until after the exam has begun.

If you do miss an exam for health reasons you will need to obtain a medical note detailing the reason for non-attendance. We can submit a claim for special consideration (see sections above for further information) with evidence of your illness, and the awarding body may decide to adjust marks or grades accordingly for a missed exam if the medical reason is serious enough and they accept your case.

If you are well enough to travel, it's best to come into college and discuss the situation once you get there. In most instances it is much better to take the exam if you can.

Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

Although we encourage all students to arrive in plenty of time for all exams so that there is not a last minute panic, it is important that we have up-to-date contact telephone numbers for both you and your parents, or anybody else who might be able to help in an emergency.

## **What should I do if I am going to be late?**

First of all, try not to be! Give yourself a margin of error – it's better to be very early than late. If you arrive early, you can take time to look over notes, speak to teaching staff, and have some breakfast at the breakfast club. Late arrivals can be stressful and disruptive.

It is at college's discretion as to whether a student may sit an exam if they are late.

However, if you are going to be unavoidably late, ring college as soon as possible to let us know, in order for us to put practical steps in place for when you arrive. Please take care in getting to college, and arrive *as soon as is safely possible*.

Once you have arrived at college, please go straight to reception and explain the situation. They will then find the Exams Officer who will come to collect you. Do not leave reception, particularly if you are very late.

**You may not enter the exam room without being escorted.** Students arriving late will be collected from reception by the Exams Officer, and will have time to store their belongings safely, check they have all necessary exam equipment and then run through the briefing with the Exams Officer. They will then take you to your exam room, and the invigilator will get you seated knowing that you have arrived 'exam ready'.

If you arrive over an hour late from the scheduled exam time this is classed as a 'very late arrival' (i.e. after 10am for a 9am start time). Please report to reception as soon as you arrive. If you have travelled in with a parent/guardian they will need to stay with you and reception staff until the Exam Officer arrives.

In the case of very late arrivals we are required, as a college, to notify the exam board who may choose not to accept your paper. We will be asked by the awarding body for assurances that you did not access or were not made aware of the paper's content prior to sitting the exam. As such, you should give your phone to your parent/guardian where possible (i.e. if they are giving you a lift into college).

### Can I go to the toilet during an exam?

Yes you can, you will be supervised to and from the toilets by exam staff. Please note that you do not get this time back in the exam, so those minutes you are out of the exam room are wasted - it is advisable that you go before you enter the exam room.

### What do I do if I feel ill during an exam?

Raise your hand and tell the invigilator. We will arrange for you to leave the room if necessary, stop the exam temporarily and discuss your options with you. If needed, a first aider will be called to check on you and see if you are feeling well enough to continue with the exam. If you do continue, once you are seated back in the exam room, the invigilator will start your exam time again and let you know your new finish time which will be recorded on the whiteboard at the front of the room. You will get the full allocated time for the exam.

### How do I know how long my exam lasts?

This is shown on your timetable in a column with exam duration, and will be on the front of your exam paper. Once the exam is in progress, the start and finish times for the exam are displayed on the whiteboard at the front of the room. Invigilators are not allowed to tell you how long you have left, nor prompt students with regards to timing. We have installed digital clocks in the exam rooms to aid you with time keeping whilst in your exam.

### **I have been allocated rest breaks as an access arrangement, how do they work?**

Supervised rest breaks can be used in one of two ways. First, you can take the break at your desk - please raise your hand and let the invigilator know you would like to have a break, they will then turn your paper over until you notify them that you would like to resume the exam. Second, you can take a supervised rest break outside of the room. Again you will need to raise your hand to let the invigilator know - they will then request another member of exams staff to the exam room who will supervise you in this break until you are ready to resume the exam. You may walk around the building under supervision, or have fresh air outside, but you must not make any attempt to talk to any other students or members of staff as you are still under exam conditions. The exception being that you may chat/speak with the exams staff supervising the break.

## SUMMARY

At S6C we are focused on ensuring that you are empowered to do the best you can in your exams, and so if you have any questions or concerns about exams, then drop by the Exams Office (near the study centre) any time for a chat with Frankie (Exams Officer), send an email [fchurch@s6c.mlp.college](mailto:fchurch@s6c.mlp.college), or chat message, and we can address any worries you may have.

Wishing you the very best of luck in your exams this summer!

# APPENDICES

## APPENDIX 1: JCQ WARNING TO CANDIDATES 2025

### Warning to candidates



 AQA	 City & Guilds	 CCEA	 OCR	 Pearson	 WJEC
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**1**

You **must** be on time for all your examinations.

**2**

**Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.

**3**

You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

**4**

You **must** follow the instructions of the invigilator.

**5**

You **must not** sit an examination in the name of another candidate.

**6**

You **must not** become involved in any unfair or dishonest practice in any part of the examination.

**7**

If you are confused about anything, only speak to an invigilator.

**The *Warning to candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.**

## APPENDIX 2: JCQ UNAUTHORISED MATERIALS 2025



AQA

City & Guilds

CCEA

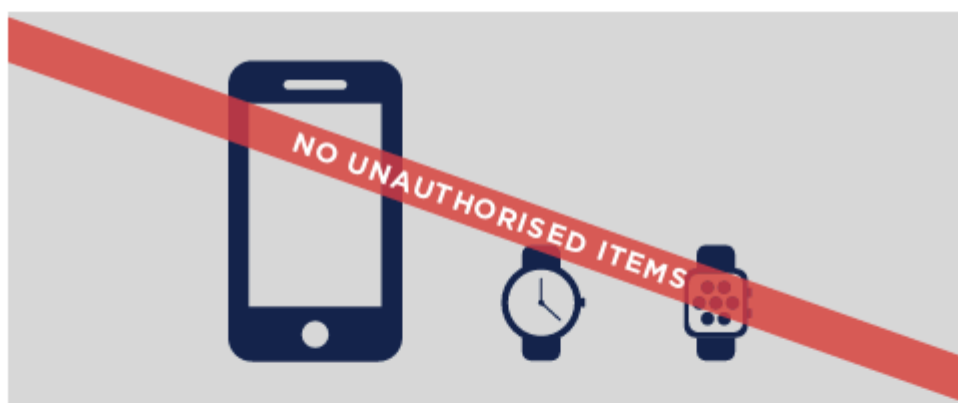
OCR

Pearson

WJEC

### **NO MOBILE PHONES NO WATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION**



**Possession of unauthorised items, such as a mobile phone  
or any watch, is a serious offence and could result in**

# **DISQUALIFICATION**

**from your examination and your overall qualification.**

This poster must be displayed in a prominent place outside each examination room.