

## **FAQ's about external exams at QE.**

**2019 - 2020**

**From the Exams Team**

Students must make sure they are fully aware of the arrangements for exams.

### **Before Your Exam**

***What day is my exam, where do I go, where do I find out?***

Find out when your exams are from your exam timetable – this will be issued to you well in advance. It can also be viewed on Student Voyager. Find out where your exams will take place from the exam timetable on the notice board next to Room 118. Beware of asking a friend when an exam is as their information may be different for both venue and time.

***What time do exams start?***

You need to arrive no later than 8:50am for a 9:00am start and no later than 1:00pm for a 1:15pm start so that you have plenty of time to organise and compose yourself. Please make sure that you check your own timetable for the correct start time.

***What if I am late?***

Don't be late! If you are delayed, don't panic, you will still be able to sit your exam. Phone in to college and speak to the Exams Office and they will explain what you need to do. If you arrive late you must go to the exams room 117 to report in and they will take you to the exam venue.

***Where do I sit?***

Students will be called into the exam room in sections. Listen carefully! There is an announcement for subjects, modules, and various combinations. The seating is in candidate number order. You are often called two rows at a time so you can walk between the rows to find your place. Your desk will have a blue/lilac ticket with your details. The tickets are in candidate number order, in rows. Students eligible for extra time will be seated in the left row or furthest from the venue entrance.

***What if I cannot find my seat?***

Ask an invigilator. You will need to tell them your candidate number, surname and the subject module.

***What if I missed my call?***

Stand back and wait for the next 'sweep' by the announcer. Please don't interrupt the announcer – this delays the announcements.

***What do I need to bring to my exam?***

Black pens plus any other equipment recommended by subjects – calculators, pencils, rubbers, rulers etc. in a clear plastic bag or clear pencil case. A handkerchief or tissues may be useful! Some exams have special requirements, but you should know about these from your teachers (e.g. supporting files or set texts). You may bring water into the exam room if it is in a clear bottle with the label removed. You are not allowed food or sugary drinks. If you are wearing a watch, it must be taken off and left on your desk.

***What should I wear?***

You need to be warm enough while you are sitting still for the exam. You are not allowed to wear coats or hats or scarves. You must not wear stiletto heeled shoes in the Sports Hall.

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***What do I do with the things I do not need?***

Do not bring them to college, or leave them in a locker. Sports Hall – we use the male and female changing rooms near the Sports hall entrance. The access doors are locked during the exam but we do not take responsibility for theft or loss. There is no room in the Sports Hall for extra bags and coats. No phones, electronic devices or smart watches are allowed in. Main Hall - bags, coats etc. should be left in lockers. If you do not have a locker they can be left in the Hall near the entrance but no phones electronic devices or smart watches are allowed in bags, even if switched off.

***Where do I wait?***

Outside the venue. However, if your exam is in the Sports Hall, you should congregate in the Atrium where the announcer will call you into the Sports Hall by subject and module. You need to keep a free access route to the changing rooms. On days when there is an exam in the Main Hall, you will need to wait in the corridor near Room 118 and the library. If you pack into the front entrance, it is impossible to move and becomes very unpleasant.

***But I still have a phone to get rid of?***

Invigilators will collect phones, smart watches and any other electronic devices and ticket them on entry. Students can collect them at reception later. These are left at your own risk. Remember - if you break any exam rules your paper will be cancelled.



**In the Exam**

***What if I have not been given the right papers or have something missing?***

Check the paper details against your blue ticket. If they do not match and/or you are still unsure you **MUST** put your hand up and ask an invigilator **immediately**. Do not wait until the exam has started or when it has finished. Remember these are your exams so you will know if the incorrect exam paper has been given to you.

***How do I know when I finish?***

There are plenty of synchronised clocks. The finish times are written on boards so you can see. Check these are correct for your paper. Ask if unsure. You will be told when to stop writing. There are no five minute warnings.

***What if I need more paper?***

Put your hand up in plenty of time and ask an invigilator.

***What if I have two exams or a clash?***

Sit tight. The next exam will be brought to you if you have a follow on of exams. If you have a clash of exams do not leave your seat as there will be processes already in place. If you leave the exam venue unattended you may not be able to sit the following (clashing) paper.

***What if I have extra time?***

You will be seated in the left row or furthest from the venue entrance and there will be a lilac coloured ticket on your desk with the adjusted time.

***What if I feel ill?***

Tell the invigilator. We can move you at the beginning to near the door if you are feeling unwell.

**Remember – Ask if you are unsure about anything. Please do not wait until your exams have finished.**