



# SKEGNESS ACADEMY

## **FREQUENTLY ASKED QUESTIONS**

### **Q. How do we know which exams my son/daughter is taking?**

Once all entry information has been processed the examinations office will issue a timetable, by post, to parents/candidates. It is vital that we have your correct contact details. The timetable will outline the date of the examinations, the start time, duration (shown in minutes), location and seat number.

### **Q. What do we do if there is a clash on my son/daughter's timetable?**

Where a candidate has two examinations running at the same time the examinations office will re-schedule them so that they run consecutively, with a supervised rest break in between.

### **Q. What should we do if my son/daughter loses their examination timetable?**

Candidates should request a duplicate copy of their timetable from the examinations office. At no time should candidates assume that they will be taking the same examinations as another student. All timetables are individual.

### **Q. If my son/daughter misses the examination can they take it on another day?**

No it is not possible. Examinations are taken nationally on the same day to minimise the risk of information being passed between candidates.

### **Q. What will happen if my son/daughter is late arriving for their examination?**

The candidate may not be admitted into the examination depending on how late they are. If the candidate is allowed to sit the examination, the Academy is obligated to inform the examination board of the start time and the circumstances leading to the candidate being late. The decision whether the paper is marked is the responsibility of the examination board.

### **Q. What do we do if my son/daughter has an accident or is ill before the examination?**

Inform the Academy examinations office as soon as possible so that we can help and advise you. There are several ways we can help students overcome the difficulties they may face. If the problem results in the candidate not attending their examination then we will need medical evidence. This will be submitted to the examination board and it may be possible to obtain a result grade based on coursework and previous examination results. Any applications for special consideration have to be made within seven days of the missed examination.

**Q. What if my son/daughter feels ill during the examination?**

Quite often this is due to nerves and once the candidate has settled into their examination the symptoms go. If the illness is severe enough to interrupt the candidate's examination then an application for special considerations would be submitted to the examination board.

**Q. What if my son/daughter has special requirements?**

The Academy should be aware of any special arrangements that the candidate needs. This information will have been passed to the examinations office to enable them to put access arrangements in place. If you are unsure whether your son/daughter is receiving the appropriate help then please contact the examinations officer who will be happy to help you with your concerns.

**Q. What items are allowed into the examination room?**

Candidates will be instructed where to leave their coats and bags on entry into the examination room. The candidate should not take any papers, books or items of stationery to their examination desk. The Academy supplies equipment and calculators. Students are welcome to use their own equipment but this has to be in a clear pencil case and calculators have to meet examination board guidelines. A drink is allowed in a clear plastic bottle with the label removed. **All mobile phones, electronic equipment and headphones must be handed in on entry to the examination room – without exception.**

**Q. What if my son/daughter thinks they have the wrong examination question paper?**

When all candidates are seated in the examination, clear instructions on how to check that they have the correct paper are read out. If, after these checks have taken place, the candidate feels they have received the wrong paper they must inform the invigilator immediately.

**Q. Can my son/daughter go to the toilet during an examination?**

The only candidates allowed, under normal circumstances, to go to the toilet during an examination session are those with specific medical needs. In exceptional circumstances a candidate will be allowed to go to the toilet escorted by an invigilator.

**Q. Can my son/daughter leave the examination early?**

It is Academy policy that all students remain in the examination room until the published finish time. Candidates who finish early will be encouraged to re-read their questions and answers.