

Exams - Frequently asked questions



BECKET KEYS
CHURCH OF ENGLAND SCHOOL

Q - Do I have to wear school uniform?

A - Yes, you must wear full school uniform for all your exams.

Q - What do I do if an exam is missing from my timetable?

A - Speak to your Exams Officer, Miss Dent, as soon as possible. The Exams and Data office is located on the first floor of the Carey building, next to C11.

Q - What if I have two exams at the same time?

A – These are known as clash exams. Speak to Miss Dent who will talk you through the arrangements that will have already been put in place so you can take both exams.

Q - What if I lose my timetable?

A - You will be provided with an electronic copy of your timetable that will be emailed to your parents, so you can print as many copies as you need. You will also receive a paper copy in tutor time and your form tutor will keep a spare for you in case you lose it.

You should try to keep your timetable in a safe place and also write the dates and times of your exams in a planner or calendar. If you have lost your timetable and do not know the dates of your exams, you can consult the whole school timetable on the Exams noticeboard, next to LIBB, or as a last resort ask Miss Dent to print another copy for you. The whole school exam timetables are also available on our website.

Q - What if I am late – will I still be able to sit the exam?

A - If you are running late, you should telephone the school (01277 286600) as soon as possible to let us know the reason why. Depending on how late you are, you will usually be able to sit the exam when you arrive (you will be given the full amount of time to complete the exam).

Q - What should I do if I think I have been given the wrong exam paper?

A - Invigilators will ask you to check that you have the right paper before the start of the exam. It is very important that you do this before the exam begins. If you think you have the wrong paper or maybe you're not sure, put your hand up and let the invigilator know immediately and they can resolve this for you.

Q - What equipment should I bring?

A -

- Pens (black ink only, no gel pens). Bring a few spares too
- Pencils and a pencil sharpener
- Ruler (marked in cm and mm)
- Eraser
- Protractor
- Compass
- Coloured pencils for Technology exams

You should bring your equipment in a clear pencil case or clear plastic bag. You can also bring a calculator to any exams where you are allowed to use one. Your teachers will let you know which exams these are.

You must supply all your own equipment.

Q - What materials are not allowed in the exam room?

A -

- Mobile phones, MP3/4 players, tablets, smartwatches and any other device that can store data and/or has an internet connection
- Food and drink. You are only permitted to bring a bottle of water into an exam. The bottle must be clear and with any labels removed. If you bring any other drink such as fruit juice, or if you don't have a clear bottle, your drink will be taken away from you for the duration of the exam.
- Notes, textbooks or any other materials that will help you with the answers, unless authorised
- Gel pens
- Erasable pens, Tipp-Ex and other correction fluids and tapes
- As of 2021/22, watches are no longer allowed in exams

You should prepare the equipment you need for each exam the night before. Also, you should check your pockets and pencil case for any of these materials before you go to the exam briefing and leave them in your bag. Invigilators will also ask you to check for unauthorised items before the start of the exam; this is your last chance to hand these in before the exam begins.

If you are found to have any unauthorised items with you during the exam, you could be disqualified, even if you didn't intend to use them.

Q - What if I feel unwell during the exam?

A - Put your hand up and wait for an invigilator to help you.

Q - Can I go to the toilet during an exam?

A - No. You will not be allowed to go to the toilet during exams as this can be disruptive to other students. However, if it is an emergency, you will be escorted by an invigilator. You will not be allowed any extra time upon your return.