



Public Exam FAQs

BEFORE THE EXAMS

What do I do if I think my personal exam timetable is not correct?

Speak to the Exams Officer, Ms Beadle, in Room 25 as soon as possible.

What do I do if I have two exams at the same time?

You will do the exams one after the other with a supervised break between exams. The Exams Officer will contact you by letter with details of the revised start time and any other arrangements. Wherever possible the exams will take place on the same day; however, if you have three or more exam clashes we may have to arrange overnight supervision. If you are a SFH6 student and have a clash with an exam at Sydenham School you must let the Exams Officers at both schools know as the exams software will not pick this up.

DURING THE EXAMS

What do I do if I am late for an exam?

Ring the school immediately on 020 8699 9343 and tell the receptionist who will pass a message to the Exams Officer.

Report to Main Reception as soon as you arrive at school. Depending on how late you are the Exams Officer will make the appropriate arrangements for you to sit the exam.

Remember to set an alarm (or two) to make sure you get up in plenty of time to get to school. Leave earlier than necessary if you travel by public transport to allow for delays.

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

Raise your hand immediately and tell the invigilator. They will check with the Exams Officer and, if necessary, your teacher or the subject leader.

What do I do if I feel ill / suffer an injury / suffer the bereavement of a close family member / have a domestic crisis during the exams and feel that it has affected my performance?

If you think you have been at an unfair disadvantage when taking an exam, please let the Exams Officer know before the exam or as soon as possible after.

What do I do if I become ill during an exam?

Raise your hand and an invigilator will assist you.

If I miss an exam can I sit it on another day?

No. Exams are scheduled by the awarding bodies so that every student in the country sits the exam at the same time. Schools cannot change the times of exams. If you miss an exam for any reason you must see the Exams Officer in Room 25. If you were ill or injured, you will have to obtain a self certification form from your doctor which will be sent to the awarding body as evidence. This does not automatically mean the exam board will give you a grade.

Can I go to the toilet during an exam?

You will be permitted to go to the toilet if it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any additional time.

DURING THE EXAMS (CONTINUED...)

What do I do if the fire alarm goes off during the exam?

Follow the instructions given by the senior invigilator. You must remain silent. You must exit the exam room leaving all papers and equipment behind and assemble in the safe area as instructed by the invigilator. You must not communicate with any other students in any way. When it is safe to re-enter the exam room, you must sit at your desk and wait until the senior invigilator gives the instruction to restart the exam. The time missed will be added on to the exam time and a report will be sent to inform the awarding body.

What equipment do I need to bring?

You must bring your own equipment to every exam which must be in a clear pencil case. We recommend you bring two black biro pens, a pencil, eraser, sharpener, ruler, maths equipment (protractor, set squares, compass) and coloured pencils (if you do design technology subjects). You must bring a scientific calculator to the maths calculator paper and science exams.

What do I do with my belongings during the exam?

You must leave your bag at the back of the exam room. You can hang your blazer on the back of your chair but you must ensure there are no revision notes or papers in the pockets. **Mobile phones and other electronic devices are prohibited items and are not permitted in the exam room.** They will be collected by an invigilator as you enter the exam room and will be returned after the exam. **We strongly recommend that you do not bring any valuables or electronic items to any exams.**

Can I bring food and drink into the exam room?

We strongly recommend that you bring water in a clear plastic bottle with any labels removed. You must not eat in the exam room. If you have a medical condition that may require you to eat during an exam (e.g. diabetes) you must ensure that the Exams Officer has been made aware in advance.

If I finish my exam early can I leave the room?

No. You must remain in the exam room for the full time allocated to the exam.

Do I have to wear school uniform to exams?

Yes. You will be sent home to change if you are not wearing school uniform.

AFTER THE EXAMS

When do I get my results?

GCSE exam results will be available for students to collect in August from the school library. The exact date will be confirmed nearer the time. If you intend to continue your studies at SFH6 you will be able to register with a member of the SFH6 team once you have collected your results provided that you have met the required entry conditions. Any results not collected will be sent by post that afternoon.

Can my results be collected by someone else?

If you are unable to collect your results in person you can ask a friend or relative to collect them for you. They must bring a permission note signed by the student which states they are happy for that person to collect their results.