

Problems on the day of an Examination

Late on the day

The official start times for all public examinations in England are:

9.00 am for morning examinations

1.30 pm for afternoon examinations

All candidates are expected to be in school, at the designated assembly point, 15 minutes before the official start time, 8.45 for am examinations and 1.15 for pm examinations. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

If for any reason you are going to be late, you need to ring the school at the earliest opportunity on **0121 444 2150**. Please leave a message, explaining which examination you are due to be taking, the reason you are running late and when you will be arriving.

You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the exam room. You must not enter an examination room without permission after an examination has begun. (It may not be possible to allow you any extra time if you start the examination late.)

Every candidate is given an individual examination timetable and an information booklet before each examination season. These documents will contain all information you require including dates, times and locations. You must familiarise yourself with this information before arriving for all examinations.

*“A candidate who arrives after the start of the examination *may be allowed* to enter the examination room and sit the examination. **This is entirely at the discretion of the centre.**”*
JCQ Instructions for conducting examinations 2011-2012.

Examinations lasting less than 30 minutes – candidates will be considered very late if they arrive: after the awarding body’s published starting time for the examination or 30 minutes after the awarding body’s finishing time, **whichever is later**.

Examinations lasting more than one hour – candidates will be considered very late if they arrive: more than one hour after the awarding body’s published starting time for an examination which lasts one hour or more.

You should also be aware that if you arrive very late for an examination the school must inform the awarding body and it is possible that the awarding body may decide not to accept your script.

Illness on the day

If you feel ill on the day of an examination, please ring the main school office on **0121 444 2150**. Inform the school as early as possible so we can help and advise you.

If are suffering from a minor ailment, we will expect you to arrive for your exams with suitable medication which you will be allowed to use if necessary.

For a more serious illness, which may have affected your examination performance, you may be eligible for Special Consideration or Special Arrangements. We will need as much notice as possible and medical evidence is required to support any application.

There are a wide variety of special arrangements: for example, if you have a fall and injure your arm you may require the use of a scribe.

Special Consideration allowances are quite small percentages, and are on a scale, as shown below, dependent upon the severity of the situation:

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| 5% | Terminal illness, very recent death of immediate family |
| 4% | Life-threatening illness of the candidate/immediate family, major surgery at or near time of exam, severe disease |
| 3% | Recent traumatic experience, recent serious illness, recently broken limbs, recent domestic crisis |
| 2% | Illness at time of assessment, extreme distress on the day of an exam, recent viral illness |
| 1% | Minor ailment, headache, illness of another candidate in the exam room (causing disruption) |

If you suffer any problem/personal situation as detailed above, you must either speak to the examinations officer on the day itself, alert an invigilator, or contact the school at the earliest opportunity. Therefore, if a request is appropriate, this allows time to make arrangements and gather evidence if necessary.

If you require further advice/explanation please see the examinations officer.