

NCD Exam FAQs

Where do I find my personal exam timetable?

Log into **CEDAR** and click on Exams and Results on the left hand side, then *Exam Timetable*. Here you will find your own personalised exam timetable with dates and times. The venue/room number and seat number will also appear when the seating has been completed.

You should check this regularly and on a daily basis during exam time as any changes are updated overnight.

You can also see your candidate number (individual four-digit code) that will be required in all of your exams.

It is your responsibility to ensure that you know the correct date, time and location of all your exams.

The composite Exams Series Timetable will be displayed on Moodle.

What time do I have to be at my exam room?

You need to arrive at least 15 minutes before the start time of your exam. The starting times of exams (unless otherwise stated) are:

Morning Exams	9.00am
Afternoon Exams	1.00pm

My timetable is wrong – how do I change it?

If you think an exam is wrong or if you have been entered for the wrong exam, please speak to your teacher or Head of Department for the subject. The Exams Office can only change a student's exam timetable on instruction from a member of the teaching staff. Dates and times of public exams **CANNOT** be changed for ANY reason.

What happens if I have exam clashes?

An exam clash is when you are timetabled on the same day to sit two exams (or more) in the same session and **the total exam writing time exceeds three hours**.

If you have multiple exams totalling three hours or less per session, these will follow one after the other consecutively within the exam room. Your times will be amended on your timetable and say ***CLASH*** at the end of the title.

If your clash exceeds three hours in one session, the Exams Officer will revise your timetable for the day of the clash in accordance with JCQ regulations and this will show on **CEDAR** and say ***CLASH*** at the end of the title. **Please remember your Exam Timetable is unique to you.**

If you think you have an unresolved clash and you have not heard anything by the end of April, please come to the Exams Office (2.20) immediately to query this.

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

Please phone the College as soon as possible to inform us you are running late on **01302 976777** and what your estimated time of arrival is. You should refrain from using your phone, especially the internet after 9.00am and 1.00pm. Depending on your arrival time, your phone log/data usage may need to be checked in order to maintain the security of the exam. If you arrive after 10.00am for a morning exam or 2.30pm for an afternoon exam – your exam paper may not be marked and you will have missed the opportunity.

Upon arrival, go immediately to your exam room. Please wait quietly outside your exam room until you are invited to enter by the invigilators. Staff there will advise you whether you can still sit your exam or if you must follow another course of action. For public exams, you may still be given the full time allowance where possible.

Prepare your journey well in advance, taking into account potential traffic problems or bad weather conditions.

Misreading your timetable will not be accepted as a satisfactory explanation of absence/lateness.

You should also be aware that the college must inform the Exam Board of your late arrival and they have the right to refuse to mark your paper.

What if I am ill?

If possible, you should make every attempt to attend your exam. If it is not possible for you to attend:

Contact Main Reception before 8.30am on the day of your exam. Telephone lines are open from 8.00am. The college telephone number is **01302 976777**.

Make sure the staff member understands that you are missing an exam and the reason why you are ill. If you are deemed medically 'unfit' to attend due to illness (i.e. if you require emergency medical care or at risk of hospitalisation) you must put your health first. You should obtain medical evidence detailing the reason for non-attendance and bring it to the Exams Office within **three days** of the missed exam. With this evidence, we may be able to apply for *Special Consideration* with the Exam Board and an overall grade may be awarded, if the eligible criteria is met. You will be asked to complete a Special Consideration Application Form.

What if I am affected due to circumstances beyond my control running up to and on my exam day?

Students' exam performance can sometimes be affected by circumstances out of their control. If you have any temporary illness or suffer a personal misfortune (i.e. bereavement, accident, injury, sickness, trauma, etc.), which may affect your exam performance, arising shortly before or during exams, you may be eligible for **Special Consideration** from the Exam Board(s). The Exams Officer must be informed **before** the assessment/exam takes place. You will be required to complete a *Special Consideration Application Form* including supporting evidence then return it within **five days** of the module(s) affected. Failure to do so will result in the application being rejected. All information is treated confidentially and released on a 'need-to-know basis'. Application forms for this are available at the **Exams Office**.

If something happens to you close to the exam period, e.g. injuring a hand, and you think you may require some assistance in your exams; you should **inform the Exams Office immediately** so we can advise you whether any alternative facilities or support are necessary. It may be possible to provide an '*Emergency*' Access Arrangement owing to unexpected circumstances. For example, if you have broken your arm, we may be able to provide a laptop or scribe to write your answers.

My afternoon exam finishes after the College bus leaves – what do I do?

Please check your exam timetable in advance as it is YOUR responsibility to make alternative transport arrangements home in an afternoon. Please be aware that the College buses **CANNOT** be held back for exam candidates. If you have longer duration exams in the afternoon, or exam clashes, or are eligible for extra time, please make alternative arrangements in advance to ensure you make it home safely. You will not be allowed to leave exams early for any reason. Once you have left the exam, you are not allowed to return.