



PRESTWICH ARTS COLLEGE

FREQUENTLY ASKED QUESTIONS AND ANSWERS!!

Q. I can't make it into school on the results day in August. What should I do?

Option 1:

Send a representative on results day. He/she will need to bring a letter written and signed by you to authorise the collection, and photographic ID to prove their identity.

Option 2:

Give an A4 self-addressed and stamped envelope to Mrs Linton before you leave, and on results day, she will post them out to you. **Please note, the stamp will need to cover the cost of a large 1st class letter.**

Option 3:

Wait till the school re-opens in September and come to main reception to collect them.

Note: It is hoped that you will be sent the results of most of your exams via your SLG on exam results day. This will not include exams not on the timetable (eg minority languages), exams taken earlier than Summer 2017, and may not include BTECs. You will still need printed exams results slips for college enrolment.

Q. What happens if I come into school and I have forgotten some of my equipment?

There is not enough spare exams stationery to be able to give all students replacement stationery if they forget equipment. Your friends may have a spare set that they can lend you before you go into the exams room. Alternatively, check with the finance office, who run the resources shop in the Gateway Suite, as they may have some stock you can buy off them before the exam starts.

Whatever happens, DO NOT lean over to your neighbour during an exam and ask to borrow anything from them, as this will be classed as malpractice during an exam. Put your hand up and speak to an invigilator instead.

Q. Do I have to sit at the same desk?

In the main exam room, yes. Your name and details will be on a label on a desk for the duration of the exams session. This is an exam board requirement. You sit in candidate number order, and the papers are collected in this order also.

Q. What do I do if there is a clash on my timetable?

If this has already been spotted by the exams officer (Mrs Linton), then she will have re-arranged your exams on that day so that you can attend all of them. If the clash has not been noticed, you will need to speak to Mrs Linton ASAP so that arrangements can be made.

Q. What should I do if I lose my exams timetable?

If they are external exams, there is a link on the school website which will take you to a list of exam dates and times for each exam session. Mrs Linton, Mrs Jamil or the school office will be able to print you a copy of your individual timetable.

Q. If I arrive late can I still sit the exam?

Provided that you are not more than one hour late for an exam that lasts one hour or more, it may be possible for you to still sit the exam. You will need to get to school as quickly as possible. It may not be possible to allow you extra time if you start the exam late. You should also be aware that for exams lasting less than one hour, if you start an exam 30 minutes after the published starting time, the school must inform the exam board and it is possible that they may not accept your work. Your final certificate may display a mark next to your grade to indicate you were late to the exam (which will not look good to prospective employers or colleges!).

Q. If I miss the examination can I take it another day?

No. Timetables are regulated by the exam boards and you must attend on the given dates and times. There will not be any other chances for you to sit the exam you miss in the same exams session.

Q. Can I do my exams at another time if I am going on holiday?

NO!! DO NOT BOOK A HOLIDAY DURING ONE OF YOUR EXAMS SESSIONS! Please plan your family holidays well in advance and check dates and exam weeks with Mrs Linton. You will be charged for the initial entry should you miss the exam due to pre-booked holiday. Your overall grade will be affected, especially for subjects which are exam only subjects with no coursework.