

Questions and answers
relating to examinations
at Kimbolton School

How will I know which exams I have been entered for?

You will be issued your 'Statement of Entry' in January. Please check all your details are correct – spelling of your names, date of birth, expected subjects including the level or tier. Please notify the Examinations Officer straight away if you think there are any errors.



How will I know when and where my exams are?

You will receive a personal timetable via your form tutor. This will have the dates, times and venues of all your exams. The exams will be either in the Lewis Hall, William Brown Lecture Theatre or the Sport's Hall. It is recommended that you take a photo of your timetable on your phone in case you lose your paper version. It is very important you follow your own timetable as some pupils will have their exams moved to different times due to clashes.

I have two exams at the same time, what do I do?

Usually the clash will be resolved by timetabling your exams 'back-to-back' in one session. If this cannot be done you will sit your first exam and then you will be placed in isolation until it is time to sit the next exam.



What is Isolation?

After you have completed your first exam you will be escorted by an invigilator to another room in order to keep you away from the students who have already taken the next exam you will sit. You will be supervised by invigilators for the whole time you are in isolation. During your isolation you are permitted to use your revision notes to revise for the next exam. You will be escorted to and from lunch and you may communicate with other pupils in your isolation group however you cannot communicate with anyone outside of isolation.

Can I have my mobile phone in isolation?

No. All mobile phones, watches, iPads, laptops and any web enable technology must be left in your bag, before your first exam of the day.



shutterstock · 150957437

What time do the exams start?



Morning sessions start at 9:00am.

Afternoon sessions start at 1:45pm.

Please arrive at least 15 minutes before the start of every examination to enable you to get yourself ready and look up your seat number

How do I find out where I'm sitting?

The seating plans are displayed outside each venue. Please check the list for your seat number before you are called into the examination room.

What do I need to bring with me?

A clear pencil case with **black pens**, pencils, eraser, ruler, protractor, compass, calculator (if allowed). Water in a clear bottle with the label removed. The school shop sells exam stationary.



What are we not allowed to bring into the examination room?

Watches, mobile phones, Fitbits, revision notes, erasable pens, correcting fluid, pencil cases which are not clear, wrist bands, certain calculators (check with your subject teachers!), energy drinks, drink containers with writing on them. There are serious consequences if you bring in any unauthorised material or equipment. It is not worth the risk!

The JCQ rules state: "No potential technological/web enabled sources of information. Possession of an unauthorised item, such as mobile phone, is a serious offence and could result in **DISQUALIFICATION.**"

What will I find in the examination room?

- ✓ There is a screen at the front of the room which will display the time, date and details of all exams taking place during that session.
- ✓ The desks are set up in rows and are numbered to help you find your correct desk.
- ✓ On your desk you will find an ID card which has your name, your photograph, candidate number and centre number printed on it.
- ✓ You will also have an exam question paper and answer booklet. Do not open any of the papers or start filling in any details until you are instructed to do so by an invigilator.
- ✓ Please check the exam paper is for the correct subject, day, date and time.
- ✓ If you have an access arrangement you will be seated in a separate section of the examination room. There will be a card on your desk with details about your access arrangement.



Remember you are under exam conditions from the moment you step into the room and you should not attempt to communicate with or disturb any pupils

I think I have an access arrangement; how will I know?

If you are eligible for an access arrangement you will receive a letter with your Statement of entry. This letter will explain what your access arrangement is and how it will be applied in your exams. You are to sign both copies and keep one copy for yourself and return a signed copy to the examination office. If you do not receive a letter you do not have an access arrangement.



Where do I leave my bag?

Please leave your bag, watches and mobile phones outside the examination venue. If you are going into isolation after your exam; you will not be allowed access to your bag until the end of your last exam. Please take out what you need for your time in isolation and hand it to an invigilator before the start of the exam.



shutterstock · 150957437

What do I do with my mobile phone during my exam?

Please leave your mobile phone and watch in your bag. If you have a mobile phone in the exam room, even if it is switched off, we have to report it to the exam board and you will more than likely be disqualified.

If you do not want to leave your mobile phone outside the examination room, please hand it to an invigilator who will send it to the school office for safe keeping.

This can be collected from the school office after your exam. If you do accidentally take your phone into the room, hand it to an invigilator before the start of the exam. They will send it to the school office where you can collect it after your exam.

Can I have my watch during my exam?

No. Leave your watch in your bag. There is a screen at the front of the room which clearly displays the time for everyone.

If you accidentally take your watch into the exam room, please hand it to an invigilator who will send it to the school office where it can be collected after your exam.





I've overslept and I'm late for my exam.....

Don't panic! Ring the exams office (01480 862210) or school reception (01480 862200) and let them know what time you expect to arrive. Go straight to the exam venue as soon as you arrive at school. If you are very late (more than 60 minutes after the start of the exam) we will have to inform the exam board and your work may not be accepted.



I'm not well enough to take my exam – what should I do?

Ring the exams office (01480 862210) or school reception (01480 862200) as soon as possible on the morning of your exam. We may be able to apply for Special Consideration, but we will need written evidence of your illness from a doctor.

I'm feeling ill during my exam – what should I do?

Raise your hand and an invigilator will come to your aid. If necessary, they will summon a first aider.



I need some extra paper during my exam – what should I do?

Raise your hand high in the air and an invigilator will come to your aid.



When will I receive my results?

A level results day – 15 August 2019

GCSE results day – 22 August 2019



If you cannot collect your results they will be posted to you. They are not automatically emailed to you. This must be requested by emailing the Examinations Officer, Mrs Turnbull, (hmt@kimbolton.cambs.sch.uk) before results day.

What should I do if my results are far below the results I expected?

Contact your subject Head of Department to discuss your results. You can apply to the examination board to have your results reviewed or request to see a copy of your script. The exam boards charge a fee for these services.



How do I get my certificates?

Certificates will arrive at the school in early November and will either be posted to those no longer at the school or handed out at LVI parent's evening.

