

Frequently Asked Questions

BRIT Exams Department - exams@brit.croydon.sch.uk

School telephone no: 0208 665 5242

MORNING EXAMS START = 9:30 am

AFTERNOON EXAMS START = 1.30 pm

Q. What do I do if I think I have the wrong paper?

The Senior Invigilator will ask you to check your paper before the examination starts. If you think something is wrong, put your hand up and tell the an Invigilator immediately.

Q. What do I do if I forget my Candidate Number?

Candidate Numbers are printed on candidate cards, which are displayed on your desk in the examination rooms.

Q. What do I do if I forget the School Centre Number?

The Centre Number is **14347**. It will be clearly displayed in the examination room and on your placecard.

Q. What do I do if I have an accident or am ill before the examination?

Inform school at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers, but we will need as much prior notice as possible.

You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an 'Appeal for Special Consideration' on your behalf (see below).

Q. What is an Request for Special Consideration?

Special Consideration is a post examination adjustment to a candidate's mark to reflect temporary illness, injury or other indisposition at the time of the assessment. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for very exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course, but performance in the actual examination or assessment is affected by adverse circumstances beyond their control. Students must have sat at least 40% of the qualification in order to request special consideration. Examples of such circumstances may be illness, accident or injury, bereavement or domestic crisis at the time of the examination/assessment.

The Examinations Officer must be informed immediately so that the necessary paperwork can be completed. The candidate will be required to provide evidence to support such an application.

Q. What do I do if I feel ill during the examination?

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an examination.

Q. If I'm late, can I still sit the examination?

You should get to school as quickly as possible and report to Reception. A member of staff will inform the Examinations Officer who will escort you to the examination room. You must not enter an examination room without permission after an examination has begun.

You should also be aware that if you start the examination more than 30 minutes after the published starting time, the school must inform the examination board and it is possible that the board may decide not to accept your work. 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.

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

No. Timetables are regulated by the examination boards and you must attend on the given date and time.

Q. What equipment should I bring for my examinations?

For most examinations you should bring at least two pens (black ink only), two HB pencils, a 30cm ruler (marked with cm and mm), a pencil sharpener and a rubber. For some examinations you will need a calculator (Maths/Science), a compass, a protractor and coloured pencils (not gel pens). Your teacher should be able to advise you prior to the examinations.

You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

Q. What is allowed in the examination room?

Only material that is listed on question papers is permitted in the examination room and pupils who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a pupil would normally be disqualified from the paper of the subject concerned.

No food or drink is allowed in the examination room, with the exception of water which must be in a clear, unlabeled see-through bottle.

Q. Why can't I have my mobile telephone on me in the examination room?

Being in possession of a mobile telephone (or any other electronic communication device, e.g. iPod, headphones, AppleWatch/any smartwatches) is regarded as cheating and is subject to severe penalty from the awarding bodies.

The minimum penalties are as follows:

Device found on you and turned ON – disqualification for the entire subject award. Device found on you and turned OFF – disqualification from the specific paper you are sitting at the time.

Telephone rings during the examination wherever it is in the room – the examination board must be informed and you will be disqualified from all papers (including any already taken).

Q. How do I know how long the examination is?

The length of the examination is shown on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the examination. They will display the start and finish time of the examination on the white board at the front of the examination room. There will be a clock in all examination rooms.

Q. Can I leave the examination early?

It is not the school's policy to allow candidates to leave the examination room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the Examinations Officer.

Q. What do I do if the fire alarm goes?

The examination invigilators will tell you what to do. If you have to evacuate the room, leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

Q. Can I go to the toilet during the examination?

Only if it is absolutely necessary. The Examinations Officer has to be sent for to cover the absence. Once the Examinations Officer has arrived, an invigilator will escort you.

Q. Why do I need to check my details on the Statement of Entry?

The details on your Proposed Entry List will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.