

EXAMINATIONS NEWSLETTER

Exams at Swansea College

EXAMINATIONS



Further information regarding your exams is provided in this newsletter. Your email confirms the examinations that you have been entered for. Please check and report any errors immediately to the Examinations Officer, by phone (01792 535000) or email (exams@swanseacollege.com). Any changes will need to be addressed in writing.

Requirements for Examination

ID

All candidates must bring a form of photo ID with them, passport, and driving license. All candidates' IDs will be checked upon entry of the examination; this ID should then be placed on the candidate's desk for the duration of the examination.

Equipment

It is important that you are prepared for your examinations; it is your responsibility to ensure that you have all the tools you will need to sit the exams, i.e. Black Pens, Pencils, Ruler (**Metal Rulers are not allowed-only plastic.**), Eraser, Sharpener, etc. in a clear pencil case (**no plastic bags**).



To ensure conformity to the Cambridge/JCQ regulations all calculators must be checked by a member of staff before they are taken into the exam room.

Please refer to **Appendix 1** for a list of approved calculators that are permitted in the Exam Room.

Equipment is no longer available for any candidates who fail to come prepared for their examinations.

There will be no sharing of any equipment: e.g. if you are taking a Mathematics calculator paper you must bring in your own calculator, you cannot use any equipment from another candidate during any of your examinations.

Food and Drink

Only water is allowed in the exam room. You must bring your own water bottle and it should be in a **clear plastic bottle** and the label should be removed (glass bottles will not be allowed in the room). There may be allowances for student with medical needs; however this must be pre-approved, with a letter of exemption from the Exams Officer.

Table of Contents

Examination Regulations.....	3
1. (Covid-19) Safety Rules	
2. Attendance	
3. Email	
4. Examination clashes	
Day of Examination.....	4
5. Examination regulations	
6. Mobile Phones and Electronic Devices	
7. Headwear	
8. Illness	
9. Parking	
Important Information Regarding Examinations.....	5
10. Access Arrangements	
11. Special requirements	
12. Special considerations	
13. Conflict of Interest	
14. Coursework, and Assessments	
15. Mock Assessment Deadline	
16. Contingency Day	
17. Exam Series Guide	
18. Speaking Endorsement	
Results Day.....	6
19. Exam Results Day	
20. Results and 3rd parties	
21. What we ask of you	
22. Certificates	
Examination Day Checklist.....	7
Calculators List.....	8

Examination Regulations

(Covid-19) Safety Rules

Upon entering the college premises, kindly ensure that you sanitise your hands and sign in. Your health and well-being are of utmost importance to us. If you are feeling unwell, experiencing a cough, or have a fever, please promptly inform us. Your cooperation in maintaining a safe and healthy environment is highly appreciated.

Parents/guardians and family members will not be allowed entry into the Examination Centre.

Attendance

Punctuality is extremely important. **Exams are scheduled to start at 9.00 am and 1.30 pm.** Candidates **must arrive 30 minutes prior to the start time.** This is to ensure efficient preliminary administration including seating candidates, the distribution of materials, relaying instructions, etc.

If you are running late you **must** notify the office by calling 0179253500. You may be able to start the exam late, subject to your arrival time and you will be given the full time allowed for the exam, however extra invigilation fees will apply.

If you arrive too early for your examination, you may be asked to wait outside the examination centre. We cannot permit early entries into the examination rooms/halls without a member of staff available.

Email & Communication

Email is the preferred mode of contact with candidates, so it is important that candidates check their emails regularly and the Exams Notice Board.

It is your responsibility to inform the Exams Officer if at any point in the near future your contact number, email address or postal address changes.

Examination Clashes

Occasionally a candidates may find that the modules timetabled are for the same session, this creating a clash of examinations. Candidates must inform the college about any clashes. See our Exams guide for further guidance.

PLEASE DO NOT DELAY IN NOTIFYING US OF ANY CLASHES.

If the clash involves two or more modules, totalling three hours or less, these examinations can be taken one after the other. If the clash involves modules totalling more than three hours, arrangements will need to be put in place to move modules to another session.

Where this clash has already been identified, candidates should have already been notified of the arrangements that will take place. If you are sitting multiple examinations in one day, please **bring a packed lunch with you**, you must be supervised between your examinations.

Day of Examination

Exam Regulations

The college has to implement a very precise set of requirements in all public exams. The college is committed to knowing, understanding, and adhering to all JCQ requirements.

**QUIET PLEASE
EXAMS IN
PROGRESS**

Occasionally, during the exam period, we are inspected by Cambridge and/or JCQ to ensure the college is meeting the expected standards for an exam centre.

Refusal to observe staff requests may result in candidates not being allowed into the examination room and possibly banned from the exam centre.

All candidates must read information for candidate's documents. Please see the link list below.

JCQ - Information for candidates documents link: <https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

Mobile Phones and Electronic Devices

Please note that mobile phones, fitbits, watches (this includes analogue and smart watches), and other electronic equipment will not be allowed in the examination room. Candidates may be asked to prove they do not have these items on them in person. Anyone found in possession of electronic equipment during the examination, whether they intended to use it or not, will be reported to the Examination Board and may be disqualified from that examination and any subsequent exams. Refusal to observe staff requests may result in candidates not being allowed into the examination room.



Headwear

Only headwear worn for religious beliefs can be left on during the exam. Please advise the invigilator of this so a check can be conducted in private (by a female member of staff if required) to ensure headphones are removed.

Sports caps and woolly hats etc. will not be allowed.

Illness

While we hope that every candidate will be fit and well throughout the exam period we understand that unforeseen illnesses can occur. In the case of sudden illness, the college must be told as soon as possible so we can advise you accordingly. It is imperative that students make every effort to take each exam. Furthermore, please note that candidates who miss any component of an exam without supporting medical evidence will not get an exam result.

Parking

There is space across the road for dropping off and picking up, the on-street parking is now paid, you can download the MiPermit app and pay to park. There is a multi-storey car park on the Kingsway, approx. 2 minute's walk from the college.

Important Information Regarding Examinations

Access Arrangements

If there are any access arrangements you may need for any of your examinations, you must inform us in advance of your examinations. Any access arrangements must be arranged before the end of February.

Special requirements

If there are any special requirements you may need for any of your examinations, you must inform us in advance of your examinations.

Special considerations

If there is any reason for special consideration, you need to inform us in writing, rules and regulations are available on the JCQ website, please see the link below for further details.

JCQ Website link:

<https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/>

Conflict of Interest

You must inform Swansea College if there is a conflict of interest, for example, if you know other candidates sitting the same exam as yourself or if you are related to any members of staff at Swansea College.

Coursework and Assessments

All candidates' sitting exams with coursework, speaking assessments and practical endorsements must adhere to submission dates, there will not be an opportunity to reschedule these dates as they have been firmly set.

Mock Assessment service and Deadline

We offer a mock assessment service, where registered candidates can sit a mock assessment in March/April; we will set a secure exam paper, invigilate, mark and provide a raw grade and feedback. Exam fee; £35 per paper. To register express your interest by email to exams@swanseacollege.com. The mock assessment registration deadline is the 5 March.

Speaking Endorsement

We will ensure to give you 2-3 weeks' notice regarding the scheduled speaking assessment date. English Language can be taken in January – March, modern foreign language assessments are typically set after the Easter break.

Contingency day

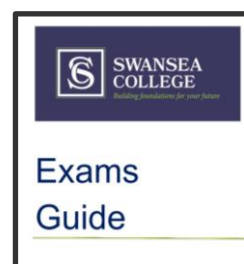
The contingency date has been included at the conclusion of the timetable, which you will receive via email by the end of February. Please do not book any holidays during this time and you must be available up until this date as you may need to attend the contingency day to complete an examination, in the event your examination was cancelled by the examination board.

Exam Series Guide

For further guidance regarding examinations, please see the link listed below to our Exam Series Guide for further information.

Exam Series Guide link:

<https://www.swanseacollege.com/exam-booking-information>



Results Day

Exam Results Day

Exam results will be emailed by 8:30 am on results day.
Results day, grade boundaries, and post-results services information will be available on our results day page on the [website](#).



Results to 3rd parties

Written authorisation is required if candidates wish for their results to be picked up by a third party, an email must be sent before results day for pre-approval mentioning the name of the person collecting the results. On collection of the results, photo ID must be presented to match the authorised name.

***Our aim is to hand out results efficiently and smoothly.
Results are never to be given out over the phone..***

Certificates

Certificates will be available to pick up from the college 12 weeks after results day.

We can post the certificates; see the procedures on our Exams Guide uploaded on our [website](#).
An email will be sent to all candidates when the certificates arrive.

Please note; certificates will be destroyed after 12 months.

We wish you the very best of luck with your examinations!
Swansea College

Examination Day Checklist

Please use this checklist as a provisional guideline only to help prepare you for your examinations.

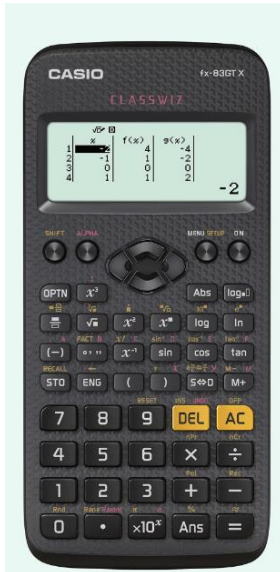
Add additional information to this checklist as you please.

Have you read through the examinations newsletter?	Yes	Not yet you must read this!
Have you reported any additional information to Swansea College prior to your examination? For example, clash of exams, conflict of interest, change of details etc	I have informed the College.	I do not need to inform the College as this does not apply to me.
Have you received your examination timetable?	Yes.	No. <i>If no, email the office immediately.</i>
Do you know what time you will need to leave for your examination?	Yes.	Not Yet Check your timetable and travel distance
Have you informed the college if you are ill prior to your examination?	Yes, I have informed the College prior to my examination.	No, this does not apply to me.
Do you have all of the following requirements for your examination: <ul style="list-style-type: none"> ● ID (Passport, driving license, etc.) ● Equipment (pens, pencils, clear pencil case, etc.) ● Clear plastic water bottle ● Lunch ● Coat 	Additional equipment required for my examination:	

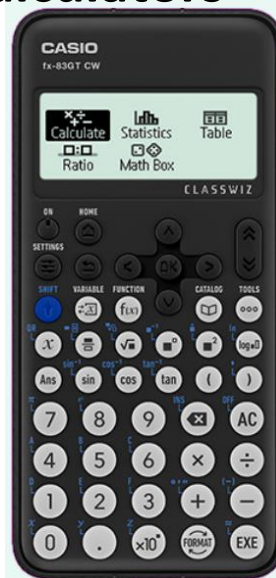
Appendix 1-

Please note these are the calculators accepted for exams. A level Calculators are not allowed in the GCSE exams. If you're model is not listed below, it may be allowed, but please check at reception.

GCSE Calculators



fx-83GT X

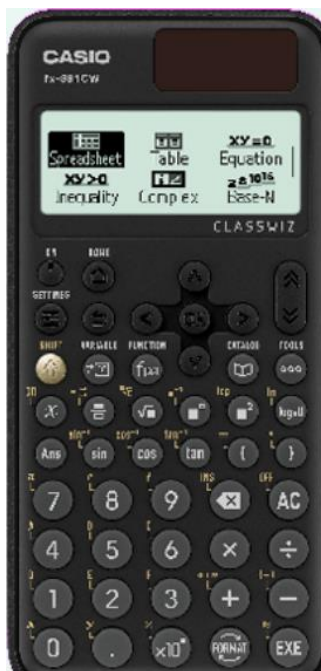


fx-83GT CW

A Level Calculators



fx-991EX



fx-991CW



fx-9860GIII