



SWANSEA
COLLEGE

Building foundations for your future

EXAM CENTRE

WELCOME!

MEETING

**“BUILDING
FOUNDATIONS FOR
YOUR FUTURE”.**



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COLLEGE**

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Important Information

Our College Address:

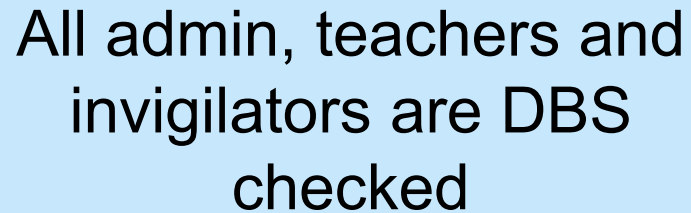
18 Mansel Street
Swansea
SA1 5SG

Telephone number:


01792 535000

Email Addresses:

Exams Office
exams@swanseacollege.com



All admin, teachers and
invigilators are DBS
checked



Our website;
www.swanseacollege.com

Private candidates

You must read the

- **Exams guide and the exams information on the website**

In addition:

- Take notes – have a pen and paper to hand**
- Do not take screenshots or photos of this presentation**
- This presentation will be made available to you on the Exams Notice Board!**

Private candidates

As a private candidate, it is your responsibility to understand and study in line with the subject specification and are familiar with the content / topics of the exam. This means that you must familiarise yourself with the exam structure and the topics that will be covered.

You should also be aware of any specific requirements for the exam, such as the length of the exam, the number of questions, and the time limit.

Entry reports

- **All candidates should have received their entry reports**
- **Check your entry reports, check your full name, the spelling, DOB, UCI number and your exam entries**
- **Amendments can be made up to 15 March**
- **Amendments means – correcting typo / errors such as your name, DOB, UCI number if it's incorrect**
- **Amendments can take 48-72 hours.**
- **Changes to an entry such as subject or level such GCSE / A level would be a new entry**

Timetable

- Everyone should have received their timetable
- Check your timetable
- Make sure you make you are available for these dates
- These exam dates are firm dates
- Any amendments / typos will be made within 72 hours

Timetable clashes

- If you are taking your exams at your local school/college as well, check your timetable to see **if you have a clash.**
- In the case of a clash, you must inform the office and the Exams Officer at your school/college in writing.
- **We will come to an arrangement and inform you.**
- Extra fees may be involved where supervised lunch / break and extra invigilation time is to be arranged.
- **Deadline for making arrangements is 15 March.**

Contingency day

These dates are mentioned on your exam timetable and available to see on the exam board website(s).

- You must be available up to the last contingency date in case an exam needs to be rescheduled by the exam board.
- These dates are not for candidates to reschedule, rather for Exam boards.

Exams Notice Board

Private candidates

- Updates and general information will be sent to all candidates in an email and will be made available on the Exams Notice board
- This is to avoid important emails going missing
- We recommend you check this weekly
- Link sent in the chat – do not share this link – this is only for registered candidates

Contacting the office

- Not all staff are involved with the exams
- So when calling the office, make sure you provide your full name.
- If you are a parent / tutor and are named on the application form, provide your name and the candidates name and the reason for your call
- All requests must be made in writing, so it's best to email your request first.

Contacting the office

We kindly ask that you remain courteous and polite when contacting the office. We strive to provide the best customer service possible and we appreciate your cooperation. Please be aware that our staff is always willing to answer any questions you may have and provide assistance in any way possible.

- Be courteous, kind and polite
- We have a zero tolerance policy

Contacting the office

Email

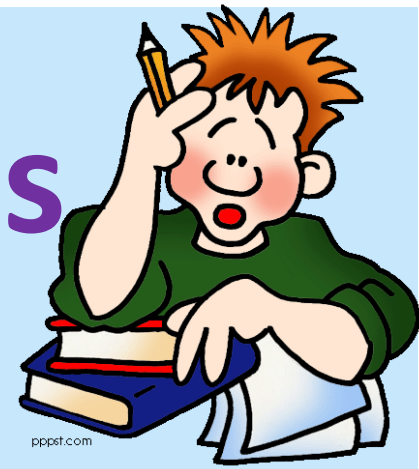
Private candidates, parents and tutors emailing the college, make sure the candidates name is in the subject so we know who to reference the email.

Mock Assessment



- **Mock assessments available to private candidates in March**
- **Communication regarding this has been sent out and is available on the Notice board.**

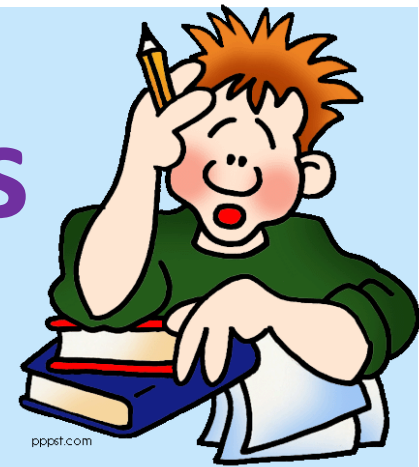
Access Arrangements



- Evidence must be sent as soon as possible
- You must email the office to arrange this, if not done so
- Deadline: 15 March
- If there is something we should know that we have not been told, you must email us to we can make arrangements.
i.e. candidate suffers with nosebleeds etc.

Non Exam assessments

- Course work



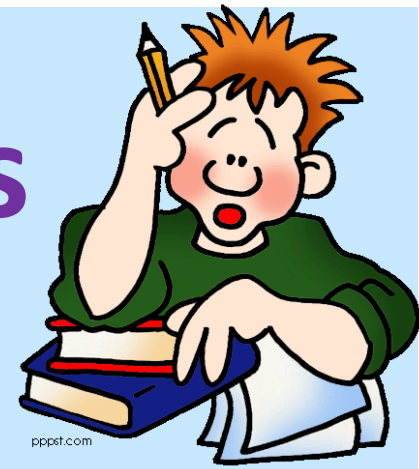
All candidates taking a coursework component for their exams have all had meetings with their subject Tutors.

It's important you attend the meetings scheduled, for us to be able to authenticate your work

- Any plagiarism identified will be noted and exam board will be notified and you may not receive a mark

Non Exam assessments

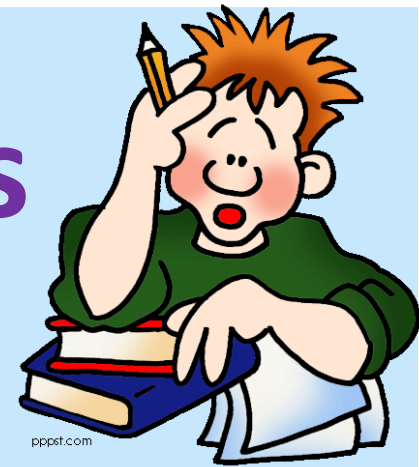
- practical's



- Science Practical's are well underway and nearly complete
- Computer Science practical's – we encourage these candidates to visit us first week after the Easter break to set up their software.
- Laptop with wired headphone – no wireless devices
- You must bring in your photo ID for all practical exams

Non Exam assessments

- speaking



- The dates for speaking will be sent out in a few weeks, these dates are fixed.
- Make sure you read the subject specification and understand what the speaking exam entails.
- The speaking assessments are audio recorded and sent to the exam board.
- You must bring in your photo ID for these exams.

Parents / guardians Dropping off



- For those candidates where a parent / guardian is dropping off;
- You will need to drop off to the front office
- You are not allowed to wait in the building
- Please refrain from coming back in the building once the exam has started
- Avoid overloading the invigilators with questions
- Be respectful and courteous at all times

Exam venue

- Due to the limited space at the college, some exams may be taken in our overflow facility.
- If this is the case, you will be informed by mid April.
- The dates will be emailed along with the venue details, this will also be posted on the notice board.

Overflow facility – local sports hall



The day of the exam



- You can find dates and times on your timetable
- On the timetable it is clear that candidates must arrive 30 minutes before the start of their exam.
- If you are running late for the exam, call the office and let us know, however it will be at the centres discretion to allow you to sit the exam late.
You will be allowed the full time of the exam



The day of the exam



- If you are more than 30 minutes late, you will not be allowed to sit the exam.
- If there is an emergency and you cannot attend, i.e. you have been hospitalised, then you must provide evidence in an email and special considerations may be granted in accordance to the exam board guidelines.



What should you bring to the exam



- Photo ID – this must be placed on the top right corner of your desk
- Stationery (see next page)
- Plastic water bottle (no labels, no glass)
- Calculator if required



Note: GCSE calculators for GCSE exams only

You will not be permitted to use an A level calculator for your GCSE exam – and you may be left with no calculator for the exam

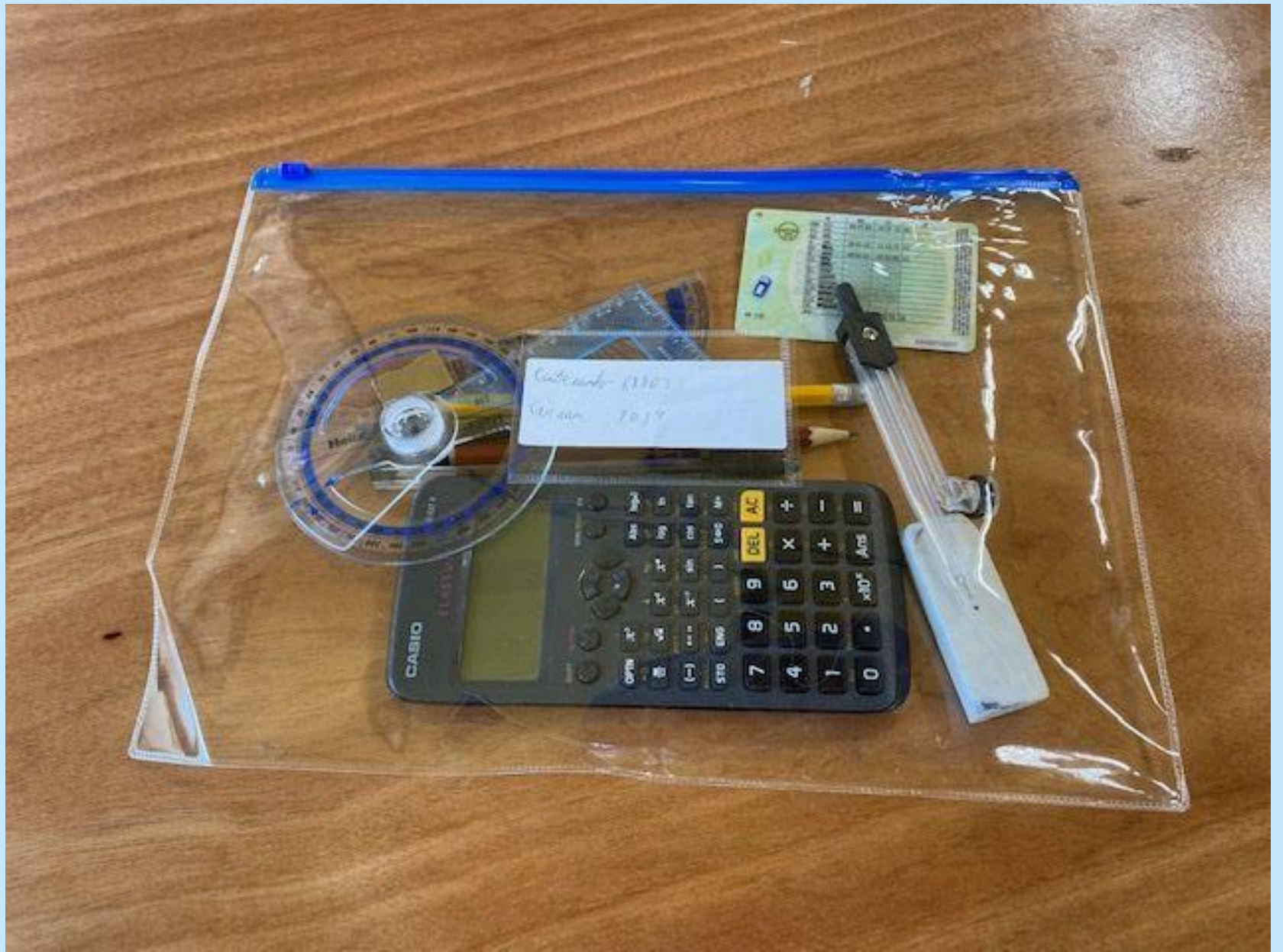
*Please check the exam guide to see what calculators you can use

What should you bring to the exam



- Bring your stationery in a clear pencil case or a clear A4 document wallet
- (not in a polly pocket or soft plastic that makes noise)
- Your pencil case must have a white label on with the following:
- Candidate Full name
- Candidate number: 4 digit number on your entry report
- Centre number : 68803





What should you bring to the exam



Plastic clear water bottle with no label (glass bottles not allowed)

Stationery;

- **Black pens** - your exam must be completed in black pen only and no clicky pens will be allowed
- **Pencils, eraser, sharpener** (only plastic sharpeners)
- **Plastic ruler** (metal rulers not allowed)
- **Protractor, Compass**
- **Do not use; fountain pens and strictly no clicky pen**

Entering the Exam hall / classroom



You are now under exam conditions

- **Make sure you leave your bag in the office, wait until the invigilator seats you.**
- **The invigilator will seat you according to the seating plan**
- **Sit quietly with your stationery, water bottle and ID on your desk.**

Entering the Exam hall / classroom



- We do advise you to bring a light jumper/cardigan
Note: use the toilet before entering the hall.
- It is important you bring a rucksack / bag with you, we will not be responsible for mobile phones / keys and other belongings in the communal area where everyone's bags will be.

During the exam



- Read the instructions on the front page of your exam paper
- If you have any questions, raise your hand and **spea quietly**
- Do not disturb / distract others
- Keep your eyes on your paper

Leaving the Exam hall /classroom



If you have finished your exam early;

- **Check through your paper**
- **Remain seated quietly**
- **You are not allowed to leave in the first hour of your exam**
- **You may be allowed to leave early only at the discretion of the invigilator**

Arriving and Leaving the Exam hall /classroom



Note; candidates and their parent /guardian are responsible making arrangements arriving / leaving on exam days.

Special considerations

If something untoward happens that prevents you from doing your best, or even from attending an exam, we can apply for Special Consideration on your behalf. This may include sudden bereavement, illness or injury.



“The College ensures a Zero Tolerance Policy”

The College will not accept from anyone:

- Swearing or rudeness to members of staff, other students or visitors
- Damage to equipment, whether deliberate or accidental
- Smoking either on the premises or within the vicinity of the site
- Coursework deadlines missed
- Persistent lateness
- Bullying
- Inappropriate use of ICT
- Failure to follow instructions
- Plagiarism

“The College ensures a Zero Tolerance Policy”

Please note if any candidate are rude or disrespectful, according to our zero tolerance policy can be removed from sitting the exam and a report will be sent to the exam board



Keep your details up to date

If you change phone numbers, address and / or any important information, you must tell the office immediately by email



Results

Check our results day page on the website

All updates and information is readily available online

Grade boundaries can be found on the relevant exam board

Picking up results

We encourage you to come in and collect your results.

- Do inform us if you are coming to collect results in person
- We will be open from 8:30 am - 12:30pm
- All other results will be emailed by 8:30am
- Third party authorisation required

Post results service

Appeals, remarking, access to scripts

Making an appeal

This information will be in the email sent out with results and on our results day page.

You must make your request in writing, do not call the office

Course work

We must retain course work and student portfolios until the appeals dates

This can be up to 2 months after you receive the results.

It is the students responsibility to arrange collection

Certificates

These arrive 12 weeks after results day,
Once they arrive an email will be sent to all
candidates.

We only retain certificates up 12 months at
the centre, thereafter you must contact the
relevant exam board.

Thank you for attending!

If you have any questions,

Email us on exams@swansea.ac.uk