



SWANSEA
COLLEGE

Building foundations for your future

Examinations Newsletter

Essential information regarding your upcoming exams at Swansea College.



Requirements for Examination

- Photo ID (e.g., passport or driving license).
- Equipment: Black pens, pencils, plastic ruler, eraser, sharpener (clear pencil case, labelled with your candidate number).
- Clear plastic water bottle (label removed).
- Equipment sharing is not permitted.

Examination Regulations



COVID-19: Sanitise hands and sign in.



Arrive 30 minutes early. Late arrivals may not be allowed in to the exam room.



Its important you check your emails and the Exams Notice Board regularly for updates.



Exam Clashes: report immediately, arrangements will be made between the two centres.

Day of Examination



Follow JCQ regulations;
compliance is mandatory.



Prohibited Items: No mobile
phones, smartwatches or
electronic devices.



Illness: Notify the college if
unwell; provide medical
evidence for missed exams.



Parking: Use MiPermit app
or Kingsway multi-storey
parking.

Important Information



Access Arrangements:
Evidence must be submitted by
15 February.



Special Considerations: Submit
written requests as per JCQ
guidelines.



Conflict of Interest: Notify the
college asap!



Coursework Deadlines: Non-
negotiable submission dates.

Examination Day Checklist



Have you read the newsletter?



Do you have your timetable and know your exam times?



Come prepared with:



Photo ID



Required equipment, stationery, tissues



Clear plastic water bottle, max 500ml



Packed lunch (if applicable)

Examination Day Checklist not allowed

**Candidates must not be in possession
of the following**

items:

- AirPods;
- earphones/earbuds;
- iPods;
- mobile phones;
- MP3/4 players or similar devices;
- watches;
- smart glasses;
- any other smart devices

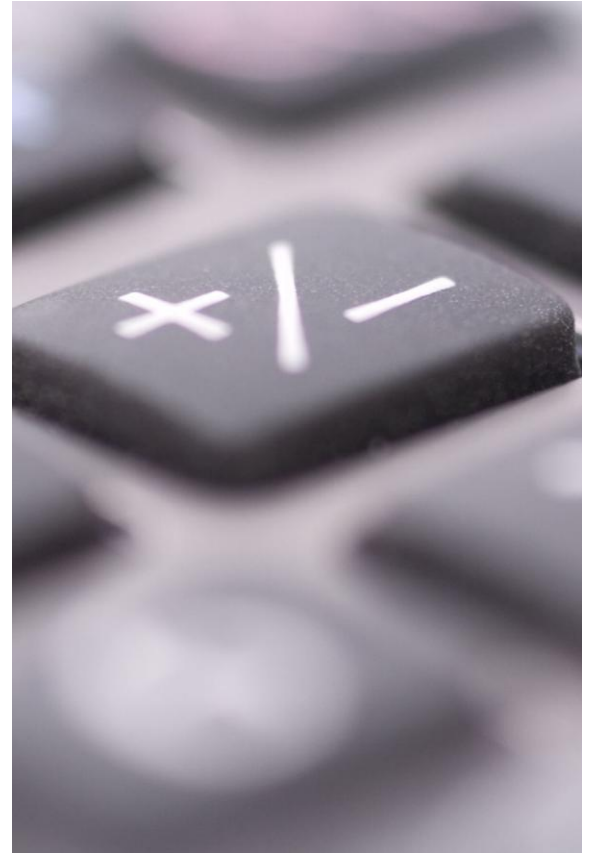
Approved Calculators

GCSE Calculators

- fx-83GT X
- fx-83GT CW

A Level Calculators

- fx-991EX
- fx-991CW
- fx-9860GIII



Clash of exam

If there are clashes i.e. two exams taking place at the same time, it is possible for you to take both, but you will have to be supervised between exam sessions.

However, if the exam clash happens between two different centres, you need to inform both centres immediately. Provide them with your statement of entries and contact details. The exam centres will then collaborate and come up with a solution for you to sit the exam at either centre. Keep in mind that there will be an extra charge for this service, and a transfer fee set by the exam board will be applied for each paper.

Contingency Day

The contingency date has been included on the exams notice board, 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. Do not book any holidays during this time.



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Email and 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.

Dress Code

No caps and hats

No Shorts

No sleeveless or tank tops

No flip flops, crocks or open heels, only closed shows must be worn

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.

Speaking assessment

Dates for the speaking assessments will be sent out by 31st January with a provisional date, the dates will be confirmed by the end of February.

31 Jan.

February.

WJEC English Language will be scheduled for February.

Mock Assessment Service

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.

Results Day



Results emailed by 8:30 am on results day, however with the exception of Cambridge International exams can be emailed up to 10am.



Third-Party Collection: Requires written authorisation and photo ID.



Certificates will be available 12 weeks post-results day; unclaimed certificates destroyed after 24 months.

Grade Boundaries and Appeals



This information will be available in
the results email



Appeals must be requested in writing
by completing our online form

Good Luck in your exam

Wishing you all the best for your upcoming exams

