

All examinations and assessments run to JCQ or the equivalent regulations specified by the Awarding Body.

### **Entry Procedures**

Generally our lecturer will make the entry for you.

### **Your Exam Timetable**

For on-demand exams, your lecturer will confirm the date, time and venue for your exam

For summer series GCE exams, that is GCSE, A/AS levels, you will receive a statement of entry which you should check. Venues for these exams will be confirmed by your lecturer, but can also be viewed on the examination notice boards.

Your exam timetable will also be available to view on your eilp, and the main room for the exam will display next to your exam, up to 7 days before the exam is due to take place. If you have access arrangements that give you alternative rooming arrangements you will be notified where your exam will take place the day before.

**Examination Contingency days** – The awarding bodies set aside dates that they can use should the need arise to reschedule a paper. You should bear these dates in mind when arranging holidays. In Summer 23024 the awarding bodies have designated the following days as 'contingency days' for summer 2024 examinations: Thursday 6 June 2024 afternoon. Thursday 13 June 2024 afternoon. Wednesday 26 June 2024 full day.

### **Who to contact**

Contact the exams team with queries regarding your entries, access arrangements, timetable clashes, illness on the day, results and appeals

Gorseinon – Exams Office 01792 890773

Tycoch – Exams Office 01792 284006

## **Conduct in Examinations**

The Learner Charter still applies, in addition to these certain behavioural standards must be maintained in the Exam rooms, failure to do so can result in disqualification. You must listen to the invigilator, and you must not disturb other students once the invigilator has started the exam. If you need the invigilators attention, you must raise your hand. You shouldn't leave the room unaccompanied if you wish to return to complete your exam.

You are expected to arrive at least 15 minutes before your exam is due to start, and behave in accordance with the regulations set by the Exam Boards, please [read these in the "Information for Candidates" documents found on student portal](https://studentportal.gcs.ac.uk/exams-and-assessments/)  
<https://studentportal.gcs.ac.uk/exams-and-assessments/>

Only permitted items will be allowed in the exam room,

### ***You should bring with you***

- Student ID
- Stationary and equipment needed for the exam either loose or in a clear, unmarked pencil case. You will need a pen with black ink.
- Candidate number

If you wish to bring a small bottle of water, it should be label free, and be placed on the floor at the side of your desk.

**AS YOUR BELONGINGS MAY BE LEFT UN-ATTENDED DURING YOUR EXAMS PLEASE LEAVE VALUABLES AT HOME.**

***You shouldn't bring with you*** (these should be left in the bag store before entering the exam room)

- Notes
- Mobile phone, i-pod, mp3/4 or similar
- Watch

## **Access Arrangements**

These must be approved in advance. It's your responsibility to let us know if you qualify for these, and they aren't listed on your statement of entry or eilp. If this is the case you need to speak to your lecturer and the Learning Support Team.

## **Late Arrival / Absence**

**On-demand exams** - Please check the dates and times of each of your Examinations, if you make a mistake or missed your transport an alternative exam date will be arranged for you later in the year.

If you miss your exam completely you will need to inform the Examinations Office so that the exam is not delayed or held up whilst we are trying to track you down.

If you are very ill or hospitalised then you will need to bring evidence of this (medical practitioner letter) to the Examinations Office. It may be possible to apply to the awarding body for Special Consideration. You will need to complete and sign the necessary application forms available from the Examinations Officer.

**Dated/GCE exams** - Please check the dates and times of each of your Examinations. If you make a mistake or if you have woken late and missed your transport to College which makes you late then you will only be allowed to sit the examination if you arrive by 10am (morning exam) or 2.30 pm (afternoon exam). If you arrive late then you must go directly to the Examinations Office to report in. We will endeavour to give you the full time of the exam but this will be dependent on each exam. If you arrive after these times then it will be necessary to inform the awarding body. A decision will be made by the Examinations Officer whether you are able to sit the exam.

If you miss your exam completely you will need to inform the Examinations Office so that the exam is not delayed or held up whilst we are trying to track you down.

If you are very ill or hospitalised then you will need to bring evidence of this (medical practitioner letter) to the Examinations Office. It may be possible to apply to the awarding body for Special Consideration. You will need to complete and sign the necessary application forms available from the Examinations Officer.

## **Coursework and Non Examined Assessment (NEA)**

If any aspect of your A level or GCSE qualification has an internally assessed, non-examined component – that means, you have completed coursework or controlled assessment that contributes to your final grade then your marks will be shared with you before they are submitted to the Awarding Body. Your lecturers will let you know when this date will be and when you know your marks, you may request a review of the marking.

### **Coursework - read Coursework Student Guidance**

### **Controlled Assessment – read Controlled Assessment Student Guidance**

Remember, the mark awarded by your lecturer is provisional and could go up or down when the moderation process is carried out by the Awarding Body.

If you have any questions or concerns, please speak to your lecturer.

## Exam Results

**Some Vocational qualification results issue shortly after we have made the claim, for others result dates are fixed as below**

A level, vocational Level 3 and Welsh Bacallaureate	Thursday 15 <sup>th</sup> August 2024
GCSE and Vocational Level 1 and 2	Thursday 22 <sup>nd</sup> August 2024

Where no fixed date applies, your results will display on eilp, and you will receive your qualification certificate through the post.

Where fixed result dates apply, you will receive a printed Statement of results, which if uncollected will be posted to you later on results day.

If you cannot collect your results yourself, you will need to give authorisation in writing (not text or email) to allow someone else to collect for you. No results can be given over the phone or email, in any circumstance.

Results will also be available via eilp on the dates as above.

**Details of how to collect your results on campus will be published on our website nearer the release of results.**

## Appeals and Post Results Services

If you wish to appeal your grade, the post results services are operational this year. You should read the guidance that we will issue with your results, **paying particular attention to the deadlines for the service you need.** You apply through the College Exams Office, where you will be asked to complete a form and sign that you understand the process, and that grades can go down as well as up. Usually a fee is payable.

For example, A level candidates needing priority Service 2 (University place holders) post results services applications need to be made by 22 August 2024 (tbc), via the Exam Office.

## Advice and Tips

The Exam Boards offer advice and tips on their websites, you may want to look at the resources available to help you prepare for examination for the qualification you are following, these are a few of them

WJEC <https://www.wjec.co.uk/home/student-support/>

Qualifications Wales <https://www.qualificationswales.org/information-support/information-for-learners/>

Pearson BTEC <https://qualifications.pearson.com/en/support/support-for-you/students.html>

OCR <https://ocr.org.uk/students/exam-support/>

AQA <https://www.aqa.org.uk/student-and-parent-support>

Welsh Government in partnership with Careers Wales, e-sgol, Qualifications Wales and WJEC have made these resources available via the **Keep Wales Learning content hub**. Please have a look at these resources <https://hwb.gov.wales/resources/power-up/>