

When is my last exam? – Exam dates are available on Awarding Body websites at the start of the academic year. The Exams Office will only confirm your personal exam timetable once all entries have been made and individual exam timetables have been released onto myLoreto. Deadlines for submission of coursework and dates for practical, performance, oral and on-screen exams are issued by subject teachers.

Where will I find my exam timetable? – You will receive an e-mail telling you when exam timetables are available to view on myLoreto so you must check your college e-mail account regularly; don't allow your mailbox to overfill or you may miss important exam information. Remember to check your exam timetable regularly in the run up to, and during, the exam period in case of last minute changes to rooms or seating. If there are any omissions or errors on your exam timetable, you must contact the Exams Office immediately.

My timetable says I have two exams on the same day in the same session, what do I do? – Don't worry, this is very common. The Awarding Bodies consider it acceptable to sit up to 3 hours of exams in one session (AM or PM) so if your exams are scheduled for the same time and total 3 hours or less, you will sit them one after the other. Your exam timetable should show the same room and seat for each exam; if it doesn't, contact the Exams Office immediately. If your exams total more than 3 hours, one exam will be moved to the other session and you will be supervised by an invigilator between the two sessions.

Why have I received a letter saying I have to go into isolation on one of my exam days? – You have received this letter because you have two or more exams scheduled for the same session (AM or PM) with a total combined time of over 3 hours. One or more of the clashing exams has been moved to the other session which means you must remain under supervision until you have completed all the exams. This happens to a large number of students each year so you will probably find you are not on your own in isolation. The most important thing to remember is not to leave the exam room on your own, you must be supervised at all times or you risk being disqualified from your exams for that day. **DON'T FORGET TO BRING YOUR LUNCH**

What time do exams start? – You must be at your exam room at 8.45am for morning exams and 12.45pm for afternoon exams. Make sure you allow enough time to get to college especially in the winter when bad weather can cause traffic delays. If you think you are going to be late for an exam you must contact the Exams Office immediately.

Will I sit all my exams in the same room? – Not necessarily. Exams can take place anywhere in college and also in rooms off site so check your exam timetable carefully and make sure you know where each room is BEFORE your exam day. Remember to check your exam timetable regularly in the run

up to, and during, the exam period in case of last minute changes to rooms or seating.

Is my candidate number the same as my student number? – No, your candidate number is a 4 digit number that must be written on every exam answer booklet and additional sheet you complete. Your candidate number is available on your exam timetable on myLoreto. A seating plan will be posted outside your exam room listing names, seats & candidate numbers; make sure you check the seating plan & know your candidate number before you take your seat.

What happens if I put the wrong candidate number on my exam paper? – It is very important that you always complete the front of your answer booklet, and any additional sheets, with your full name and candidate number. If, after the exam, you realise you have written your candidate number incorrectly contact the Exams Office.

I've forgotten/lost my ID, what should I do? - It is important that you have your college ID card with you for every exam as the invigilators must be able to identify you. If you lose your ID card you must replace it immediately. If you forget your ID card you can get a replacement from reception.

What do I need to bring with me to my exams? – For all exams you need: pencils, black pens and rulers; calculators, protractors and compasses are not provided by college so if you need them for your exams you must bring them with you. Only clear pencil cases are allowed in the exam room and if you bring water to drink it must be in a clear bottle with the label removed. **You will no longer be able to bring a watch into the exam room.** There will be clocks in the room.

Why can't I keep my phone in my pocket if I make sure it's switched off? – The Awarding Body regulations say that mobile phones, or any potential technological/web enabled sources of information such as an iPods, iWatches, MP3/4 players or smart watches with a data storage device should NOT be brought into the exam room. If you are found to have any of these devices, even if it is switched off and you have no intention of using it, you will be reported to the Awarding Body and you will be disqualified from your exam.

What if I get the time of my exam wrong? E.g. confuse AM & PM – If you arrive in the afternoon for a morning exam you will be allowed to sit the exam, the Exams Office will send it off, but the Exam Board will make the decision whether to accept it, so please check your exam timetable very carefully. If you are transferring the information to your diary/planner double-check that you have copied it correctly. Room changes can be made at short notice so check your timetable on myLoreto regularly.

What if I'm delayed on the day of the exam? – Always allow plenty of time to get to college; remember you must be at your exam room at 8.45am for a morning exam and 12.45pm for an afternoon exam. If you are held up due to traffic chaos, trains delayed etc., contact College immediately: **Reception – 0161 226 5156, Exams Office – 0161 342 0384**

What if I'm unwell during an exam? – If you feel ill and need to leave the exam room you must inform the invigilator as you must remain supervised at all times during the exam. If you are unwell during an exam and feel your performance in the exam was affected you must obtain supporting medical evidence and hand it into the Exams Office in order that a Special Consideration application can be made.

How/when do I get my results? – AS & A Level results will be available on myLoreto on Thursday, 17th August 2017 and GCSE results on Thursday, 24th August 2017. You will receive information about how to access your results during the summer holidays.