

Exam Queries – Frequently asked questions

I have more entries on the Statement of Entry than the Timetable.

The extra entries are likely to be cash-in or certification codes. When you complete a course, we have to enter a special code to ask the Exam Board to total the marks for all your units and give you a grade. You can check these codes with your teacher.

I have two or more exams at the same time.

Arrangements will be made for you to either take the exams consecutively or at another time on the same day. You will receive a timetable with adjusted times and it will also tell you which room and seat you will be in for each exam.

I have been entered for the wrong tier.

Please see your subject teacher immediately to confirm your tier and ask them to inform the Exams Office immediately if changes have to be made. Late fees may apply after the reply date so please act quickly.

I have been entered for the wrong subject.

Please let the Exams Office know immediately. Late fees may apply after the reply date so please act quickly.

I have not been entered for a subject.

Please see your subject teacher immediately and ask them to confirm with the Exams Office immediately if changes have to be made. Late fees may apply after the reply date so please act quickly.

Which room will my exams be in?

You will receive a timetable at the beginning of May, which will tell you the room and seat number for each exam. The start time of some exams, especially afternoon exams, may be later than shown on the previous timetable(s). Please check the start times very carefully and always use the latest version.

I have more than one Statement/ Timetable and am not sure which one to use.

Please check the print date at the bottom of the sheet. Use the one with the latest date and discard old versions.

Can I take an exam at a different date/ time?

No, unless your exam has been adjusted by the Exams Office due to clashes. If you were absent from an exam due to illness, then please give a medical note to the Exams Office within five days of the missed exam and we may be able to re-enter you at the next opportunity.