

## **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.

### ***I have 2 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. If the timing is changed you will receive written notification.

### ***I have been entered for both Foundation and Higher tier for French.***

Both tiers of entry appear for the Listening and Reading exams because they have not been confirmed yet. The decision for tiers of entry will be made in consultation with your teacher in Term 4. Your tier of entry for each exam will be confirmed by 30<sup>th</sup> March and cannot be changed after that date. You will only sit one Listening and one Reading exam, at either Foundation or Higher tier.

### ***French unit 4 (5FR04) is missing on my timetable.***

This unit is a controlled assessment and will only appear on the Statement of Entry.

### ***I have been entered for the wrong tier.***

Please see your subject teacher immediately to confirm your tier and hand in an amendment form to 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. Late fees may apply after the reply date so please act quickly.

### ***I have more than one Statement/ Timetable and 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 5 days of the missed exam and we may be able to re-enter you at the next opportunity.