



## EXAMINATIONS FREQUENTLY ASKED QUESTIONS

### **What if I am late for my exam?**

If you are late for your exam, go straight to your exam room as soon as possible and explain to the invigilator on duty your reason for your being late. In some circumstances, it may still be possible for you to sit the exam.

### **Why does the college charge for re-sits?**

The college is charged by the examination boards for re-sits. The amount charged varies from board to board. There is also a significant amount of work involved in processing re-sits and this represents a cost to the college which needs to be covered.

### **I have looked at the exam board fees for re-sits - why is the college fee higher?**

There are considerable costs to the college over and above that which is charged by the examination boards. Organising re-sits is a lengthy process and includes:

Printing and distributing re-sit forms

- Getting advice from staff on whether a re-sit is appropriate / necessary
- Collecting forms
- Collecting payments
- Collection of fees online (for which the college incurs processing fees)
- Processing forms
- Courier cash collection and banking costs for large cash / cheque amounts
- Additional insurance costs associated with cash handling
- Cost of postage and envelopes in some cases
- Invoice processing, authorisation and payments for fees levied by the exam boards
- Invoice checking and budget reconciliation for above
- Cost of entering the student for the exam again and all associated administration with an exam entry, timetabling, clash resolution and production of new timetables, statement of entry, etc.
- Cost of additional setup within an exam room
- Cost of additional invigilators / rooms.

### **Help! I have lost my exam timetable - what shall I do?**

All students are issued with a paper copy of their Exam Timetable, and this is an official document which you will need in order to sit your exam(s). If you lose it, you can print off another copy of your timetable from the Student Portal.