

Most City Lit courses do not have exams, however, we have a few accredited courses that do. If you are not sure if you will have an exam, speak to your tutor as soon as you can.

If your course has an exam please read this information at the start of your course. Keep this leaflet - you may need to look at it again before your exam.

If you are disabled or have a learning difficulty that means you will need support with your exam or during your course tell us now.

Contact the Access, Inclusion and Study Support team on support@citylit.ac.uk or 0207 492 2506 and have your evidence to hand.

We will explore options to support you such as extra time, BSL or specialist equipment. However, to do this, we need to know as early as possible.

We cannot guarantee exam access arrangements as the final decision lies with

More exams information can be found on the City Lit website, under 'Help and support' – search for 'exams'.

The team in the Student Centre and Library can help you access this.



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London WC2B 4BA

www.citylit.ac.uk
Exams Office
exams@citylit.ac.uk
020 7492 2574

Exams

All you need to know about your exam at City Lit



If you would like a large-print version of this leaflet, please let us know.

When and where will my exam take place?

Your tutor will tell you the date, time and location of your exam. Your exam may not be on the same day or time as your normal class! Your exam may be held at City Lit or at a local venue. The dates of your exam cannot be changed.

What do I need to do now, to prepare for my exam?

Make a note of the date and time of your exam when your teacher tells you.

Check that you know where your exam will be and how to get there; ask your tutor if you are not sure.

Check that you have valid ID and that it will still be valid when you take the exam.

City Lit must have your correct full name, date of birth and address which must match your ID.

You can check your details at the enrolment counter. If you change your address or your name while you are on your course, you must let us know.

Exam contingency day for GCE and GCSE exams

The awarding bodies have designated **Wednesday 26 June 2019** as a 'contingency day' for examinations. It would be the awarding bodies' decision to schedule exams on this day as a contingency plan in the event of national or local disruption to examinations.

If you will be taking GCE or GCSEs, you need to be available on this date in case awarding bodies need to invoke this contingency day.

What do I need to do on the day of the exam?

Plan your route to arrive in good time. We cannot guarantee that your work will be accepted by the exam board if you are late.

Listen carefully to and follow the instructions of the invigilator.

Make sure that you bring your valid photo ID with you. You **cannot** take your exam if you do not have this. We can only accept the following forms of ID.



A valid Passport



European Union (EU)
ID card



Government ID card



Biometric Residence
Permit



UK Photographic Driv-
ing Licence



Exam check-list

- I know the date, time and location of my exam.
- I have planned the route and know that I can get there with plenty of time.
- I have valid photo ID ready to bring to the exam.
- I have everything I need for the exam such as pens, pencils, calculator.

What do I do if I'm unhappy about my results?

All enquiries about GCSE and GCE exams results must go to the exam board's Enquiries about Results and Access to Scripts services via City Lit's Exams office.

For all other exams please talk to your tutor if you are not happy with your results. The college will need to support any results enquiries with exam boards. You must do this within 2 weeks of getting your results and you may be charged a fee when you submit an appeal about your results to the exam board.

Deferrals or resubmissions for vocational awards have to be agreed with the awarding body and can only be granted if there are extenuating circumstances. Evidence may be requested and extra fees will be charged.

Please talk to your tutor as soon as possible if you are unhappy with your exam results.

Exams Office
exams@citylit.ac.uk
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