



Y10 and Y11 Mock Exam Instructions

GCSE Mock Exams must be approached as you would your external exams in the summer.

You must arrive promptly, in full school uniform, with all the necessary equipment that you are likely to need for each exam and be aware of your seat number. Labels must be removed from water bottles. You must remain in absolute silence once you enter your exam room and you must listen very carefully to any instructions given by the Invigilator. You should have only the exam material that you need on your desk. It is considered malpractice to have writing on your body in an exam room. Should you have any questions or need any help you must raise your hand and wait for assistance.

MOBILE PHONES MUST BE SWITCHED OFF!!

STORE PHONES, IPODS, ALL WRIST WATCHES ETC IN BAGS UNDER YOUR DESK AND **NOT** IN YOUR POCKET (unless agreed with Exams Team and Mrs Ravenwood). Phones that go off inside an exam room will be confiscated and returned to students at the end of the day.

Students must be in school for morning registration at the usual time of 8.45am and your Form Teacher will release you at approximately 8.50am. Please visit the bathroom **BEFORE** your exam! You should then go directly to your exam room and assemble outside.

SESSIONS

The day is divided into 3 sessions. Students are to be seated and ready to start:

Session 1 - no later than 8.55am,

Session 2 - immediately after break

Session 3 - immediately after lunch

Students will have several 'revision only' sessions. It is essential that everyone has plenty of revision material with them during revision sessions. Students may **NOT** use a laptop to revise. You will be seated in an exam room, often with students who are sitting an exam and you must revise in absolute silence.

LUNCH & BREAK ARRANGEMENTS

ALL students should leave exam rooms in **SILENCE** and go directly to the Dining Hall. Canteen lunches will be available from 12.30pm. Please do **NOT** attempt to go to your Form Room during this time as lessons will still be in progress. Please return to your exam room promptly after your break as failure to do so may result in a late start to your lunch break. The afternoon exam sessions will begin as printed on your personal timetable and you will be registered in your exam room. The afternoon exams are timed to finish at approximately 3.35pm. If you have Extra Time, your exams may have an altered start time to enable you to finish for a reasonable break and lunch.

ILLNESS

If you are ill and unable to attend, parents or guardians should please telephone school as soon as possible. Arrangements for you to sit your missed exams will be made with Mrs Littler.

SEATING

Examinations and Revision Sessions will be held in the Main Hall (MH), Small Hall (SH), S Block (S3, S4, S5 or S6), B13 & Music Suites and Art Suites. It is a good idea to take a snapshot of your timetable, but this is also on Arbor for you to check before arriving to school. In the event of you losing your timetable, the seating will be on display outside the Main Hall and Small Hall.

EQUIPMENT

BLACK PEN MUST BE USED TO WRITE YOUR ANSWERS. THE USE OF LIQUID CORRECTION FLUID, INK ERASER, HIGHLIGHTER PEN AND GEL PEN IS NOT PERMITTED IN YOUR ANSWERS BUT MAY BE USED TO HIGHLIGHT QUESTIONS OR SET TEXT. STUDENTS ARE ADVISED TO HAVE A CALCULATOR IN THEIR BAGS THROUGHOUT THE MOCK EXAMS TO AVOID FORGETTING TO BRING ONE WHEN NEEDED.

At the end of the exam, please make sure that you have written your candidate number and the **name of your subject teacher** on the top left of your exam paper(s). Please leave your exam desk tidy! If you have any queries or need any help with your timetable, please report to Mrs Williams (Exams Officer) in the Exams Office.