



Exam Information Mocks 2021



SPECIAL ARRANGEMENTS JAN 2021

- Arrangements regarding study leave have been changed this year due to the pandemic.
- You will only be allowed study leave if you have no mock exams on a particular day – this can be authorised by parents by completing the form already sent to them.
- When you are in school but do not have an exam, you should attend your normal lessons where you will be able to revise – it is important therefore that you bring anything you need for revision with you.
- If you would normally attend a PE or Games lesson, there will be allocated classrooms where you can go to revise, which will be supervised by your PE teachers.
- Morning registration will take place in the exam room for students who have an exam session 1.
- For students who do not have an exam in session 1 registration will take place in the normal tutor room.
- Students who have an exam session 1 but who arrive in school early should still go to their normal tutor room prior to the exam.
- You may use technology during revision sessions
- You may listen to music during revision sessions provided the music is not audible to anyone else in the room and there should be no sharing of headphones.

GENERAL INFORMATION

- You must be in full school uniform and properly dressed.
- You must also be clean shaven unless you have been given special dispensation by the Head of Year.
- You will be provided with a personalised timetable on Pupil Portal. Please check it carefully and notify any errors to Mrs Ainsworth **as quickly as possible**.
- Organise how you are going to get home if you have an exam which finishes after 3:35 pm.
- Invigilators are there to help – if you need extra paper/need clarification/feel unwell put up your hand.
- All students sit their exams in the Main Hall or designated classrooms.
- Boys with extra time are normally in a separate room.
- Whatever the venue, public exam rules apply to everybody in the room.
- These rules are set by the Joint Council for Qualification (JCQ), who administer external examinations, and are displayed outside of the exam venues throughout the whole of the external exam sessions.
- The JCQ Information for Candidates poster and a copy of the JCQ rules are also published on the website under Parents – Exams – Exam Information. **Please read them all carefully.**

PUNCTUALITY

- **SESSION 1** - Candidates must be outside the correct venue **before 8.45 am**.
- All morning exams **start by 09:00**, (unless you have been told otherwise).
- **SESSION 2** – these should start **at 10:30**. You will be told the time by which you should be outside the room
- **SESSION 3** - Candidates must be outside the correct venue **by 1:15 pm**.
- All afternoon exams **start by 1:30pm**
- When staff arrive to call candidates into the exam room everybody **must** be silent. Disobeying this instruction can cause delays and mistakes.



Exam Information Mocks 2021



- Candidates are reminded that disobeying the instructions of invigilators can result in sanctions being applied.
- **It is vital you are fully familiar with the dates and times of your exams.**
- Arriving late for an exam is discourteous to the exam invigilators and causes problems at the start of the exam which is disruptive to the other candidates taking the exam.
- If you know you are going to be late for any reason eg the bus is delayed, you should telephone the School Office immediately on 01296 484545.
- **Ensure all relevant contact numbers or details we have for you are up to date.**

SEATING ARRANGEMENTS

- Candidates are usually seated in candidate number order.
- Your exam number can be found on your timetable or on the list in your tutor room. Please memorise this as you will keep this number until you leave the school.
- Once inside the room you are subject to Examination Regulations.
- Each desk will have a card with the name and number of the candidate. **These will be in numerical, not alphabetical order. YOU MUST FIND YOUR SEAT IN SILENCE**

EQUIPMENT AND PROHIBITED ITEMS

- Candidates are responsible for bringing all the equipment they need to each exam. This includes calculators, batteries and ink cartridges. Check with staff if unsure.
- Use a **transparent** pencil case/plastic bag.
- **Candidates cannot share equipment during an exam.**

You will need to have:

- **BLACK INK** pens (at least 2).
- Pencils (sharpened).
- Sharpener.
- Eraser.
- Ruler.
- Maths equipment – protractor, compass etc. (Check with your teacher what you need).
- Calculator – **IMPORTANT** check batteries are working and have a spare set. **No lids please.**

You must not use correction pens, correction fluid, gel pens or highlighter pens on your answer sheets

- ❖ Please do not doodle on the exam paper/answer booklet. Examiners can and do disallow defaced papers.
- For question papers where the use of calculators is allowed you are responsible for making sure your calculator meets the regulations:



Exam Information Mocks 2021



<p>Calculators must be:</p> <ul style="list-style-type: none"> ○ of a size suitable for use on the desk; ○ either battery or solar powered ○ free of lids, cases and covers which have printed instructions or formulas 	<p>Calculators must not:</p> <ul style="list-style-type: none"> • be designed or adapted to offer any of these facilities: - <ul style="list-style-type: none"> ○ language translators; ○ symbolic algebra manipulation; ○ symbolic differentiation or integration; ○ communication with other machines or the internet • be borrowed from another candidate during an examination for any reason; • have retrievable information stored in them – this includes: <ul style="list-style-type: none"> ○ databanks; ○ dictionaries; ○ mathematical formulas; ○ text
<p>The candidate is responsible for the following:</p> <ul style="list-style-type: none"> ○ the calculator’s power supply; ○ the calculator’s working condition; ○ clearing anything stored in the calculator. 	

- **Please remember to clear anything stored in the memory**
- Where a calculator is permitted for part of an exam, it is normally acceptable to place calculators on the floor under the desk in sight of the invigilator(s) for the non-calculator portion of the exam.

BANNED ITEMS

- The following potential technological/web enabled sources of information such as:
 - iPods
 - iWatches
 - mobile phones
 - MP3/4 players or similar device;
 - Smartwatches: and
 - Wrist watches which have a data storage device
 are **not permitted** in the exam room.
- These should ideally be left at home or in lockers.
- You will be asked at the beginning of the exam if you still have these on your person. You **must** hand them in if this is the case.
- **They will be placed in a numbered zipped pouch and you will be given the corresponding numbered card which you will have to hand in to reclaim your phone etc.**

Anybody taking a mobile phone, ipod or MP3/4 player, smartwatch etc into an exam room – even if switched off – and not handing it to an invigilator, is likely to be disqualified – Candidates can be disqualified from future exams if the exam boards think the offence is serious enough.



Exam Information Mocks 2021



FOOD/DRINK

- You may bring a drink – **STILL WATER ONLY** – into the examination room but it should be in a **small** clear plastic bottle (max. 75cl) **with the label removed** and have a **sports top**.
NO screw tops
- No food substances/sweets/chewing gum are permitted in the exam room (Students who have a medical need i.e. diabetes should talk to Mrs Ainsworth before exams begin).

SUMMARY

DO NOT:

- be late.
- bring your mobile phone, iwatch, ipod, mp3/4 player etc into the exam hall.
- use tippex, corrector pens, gel pens, or highlighter pens on your answer sheet.
(if you have to answer questions in spaces on the combined question paper/answer booklet, do not use highlighter pens on the answer part of the paper.)
- ask to borrow equipment from the school or other candidates.
- bring any food/sweets/chewing gum into the exam hall (unless by prior arrangement with Mrs Ainsworth).
- bring coke, orange squash etc into the exam hall - only **still water** in a sports top bottle is permitted.
- doodle on your exam question paper **or** candidate name card.

CONDUCT DURING THE EXAM

- Exam Regulations are in force as soon as you enter the room and until you leave the venue.
- You must enter the room and find your seat **in silence and sit facing the front**.
- Attracting the attention of others is classed as cheating by the exam boards.
- Make sure you hand in any unauthorised equipment.
- Check that the paper you are given is the paper you are expecting. If you are unsure check with the invigilators by putting up your hand.
- Read all the instructions carefully.
- Complete your details on your answer sheet when and as instructed.
- Your name should be in **CAPITAL** letters and be your **full, given name**, as on your Birth Certificate.
- At the end of the exam any extra sheets should be attached to/enclosed in your paper according to the instructions given by the invigilators. **You must check you have completed all the relevant details.**
- When instructed leave the room **in silence** and move away quickly from the area as there may be others in the exam room still doing exams.
- Remember that the invigilators should be treated with respect and their instructions should be followed without fail.