

YEAR 11 INTERNAL EXAMS-INSTRUCTIONS TO CANDIDATES

In order to give the very best preparation, the internal (mock) exams will be conducted in accordance with the rules and regulations for GCSE exams.

THE EXAM HALL

1. Silence is required in the exam hall **at all times**. Any candidate needing to communicate with an invigilator should raise his hand and wait for a response.
2. Students will assemble in their assigned corridor-***Tuscany/Athens west end, Sparta/Troy east end***- at least 15 minutes before the due start of an exam. (In the event of poor weather, pupils must go to the Dining Hall, at least 15 minutes before the start of their exam.)
3. Exam hall conditions will commence when pupils are called to silence whilst lining up in the corridors to enter the exam hall.
4. Exams are timed to commence so that their finish will coincide with the start of morning break and lunchtime. ***Pupils may leave school at the end of any PM exam, whatever time it finishes – please ensure your parents are aware of dates and times.***
5. Registration will take place whilst pupils take their exam.
6. Pupils will be assigned a desk number and they must sit at this place at all times ***unless*** given alternative instructions.
7. Bags must be stored either in lockers or in the bag racks in the ground floor of the Hitchcock building.
8. ***Mobile phones and other electronic devices are forbidden from the exam hall at all times unless exam regulations specifically permit e.g. the calculator paper of GCSE maths. Accordingly, valuables should be left at home or placed in lockers. General rules and regulations for the conduct of GCSE exams will be displayed in Year 11 areas and must be read.***

NON-EXAM PERIODS

1. When Year 11 pupils do not have an exam during a session, they will be in their normal-timetabled lesson.
2. Pupils who do not have an exam will register with their tutor in the normal way.
3. Pupils waiting for the start of an exam should use the canteen area as a waiting area.
4. The teacher of a lesson taking place before an exam may, ***at their discretion***, allow some final preparation to take place during that lesson. Whilst it is hoped that some further preparation may be allowed, pupils must not ***expect*** this necessarily to happen and should not pressure any teacher.
5. Year 11 pupils moving around the school during normal lesson time must do so quietly, respecting those lessons taking place.

GOOD LUCK!