

# YEAR 11 MOCK EXAMS

## 24 FEBRUARY TO 5 MARCH 2025

COLUMN LETTER	DESK NUMBER

### INSTRUCTIONS TO CANDIDATES

In order to give you the very best preparation, the mock exams will be conducted strictly in accordance with the rules and regulations for GCSE exams. This experience is vital to avoid falling foul of any infringements in the real thing, alongside learning to manage the challenges that come with sitting an exam series in a new environment.

#### PREPARATION

- Consult your exam timetable and know the dates and times of all your exams.
- You have been assigned a desk number and you must sit at this place at all times unless given alternative instructions.
- Most exams will take place in the main school hall, including some language listening exams. Other rooms used are the Frampton Theatre, C5 and HAN (small rooms either side of the hall stage).
- Any pens and pencils can be put into a see-through case/bag.
- Plan your route to school and allow more time in case of delays. If you are required to be in school earlier than normal, make adjustments to your routine.

<p><b>None</b> of the following items can be brought into the exam hall:</p> <p>X Phones, earpods, etc                      X Dictionaries X Watches (of any kind)                    X Books X Pencil cases (non-transparent)        X Bags and coats X Boxes of instruments                    X Sweets or food X Correcting fluid e.g. Tippex          X Calculator cases X Erasable pens</p>	<p><b>What you will need:</b></p> <ul style="list-style-type: none"><li>✓ A clear pencil case or plastic bag</li><li>✓ At least two black ink pens (blue pens are not acceptable)</li><li>✓ An approved calculator for relevant exams</li><li>✓ Appropriate apparatus such as ruler, compass or protractor for relevant exams</li><li>✓ A clear water bottle if you wish to take one in (it must not have a label or writing on it)</li></ul>
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#### ON THE DAY OF YOUR EXAM

- If you have an exam at 8.30am, you should arrive in school between 8.00-8.15.
- Students may check the lists for the day's exams on noticeboards in the Pavilion or on the Hitchcock building. Familiarise yourself with the location of your desk number and column letter in the main hall, so that you can go straight there when you enter the hall.
- Bags and coats can be stored in the Pavilion. Any valuables, such as phones and watches can be left at the Hub if you wish – this is done at your own risk and they must be collected after the exam.
- Students should assemble in the Pavilion from 8.00-8.10 and then go around the outside of the school to assemble outside the Hitchcock building between the Sixth Form centre and the library. You will be called in to your main exam rooms by column letter.
- If you arrive late for an exam, report to the invigilator running the exam.

- If you know you are going to be late, please try to call ahead to the school (or get a parent to phone in) on 01702 606200.

## **DURING THE EXAM**

- Exam hall conditions will commence when students are called to silence whilst lining up to enter the exam hall.
- Registration will take place whilst students take their exams.
- Always listen to the invigilator and follow their instructions. If you need to communicate with an invigilator, raise your hand and wait for a response.
- Do not talk to or try to communicate with, or disturb others once the exam has started. Do not borrow anything from another candidate during the exam.
- Students may leave at the end of a PM exam whatever time it finishes – please ensure your parents are aware of dates and times. At the end of any other exam you should return to your normal lesson room.
- You are not allowed to leave the exam room unaccompanied or before the exam has finished. When you are officially released, you will not be allowed to return.
- On some occasions there will be staggered finishing times. Please collect your bags from the Pavilion and leave the area in silence if an assessment is still taking place in the hall.
- If you try to cheat or break the rules in any way, even if unintentional, you could be disqualified from all your subjects.

## **NON-EXAM PERIODS**

- When you do not have an exam during a session, you should go to your normal timetabled lesson. Register there with your teacher in the usual way.
- For the duration of the mock exams, you will be allowed to revise during any non-exam periods.
- If you are moving around the school before and after an exam, please do so quietly, respecting other lessons and exams taking place.

***Best of luck with all your exams***

***From the Key Stage 4 Team***