

Mock Exam Instructions

GCSE Mock Exams must be approached as you would your real 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. 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. Should you have any questions or need any help you must raise your hand and wait for assistance.

MOBILE PHONES MUST BE SWITCHED OFF AND STORED WITH IPODS AND MP3 PLAYERS, iwatches ETC IN BAGS UNDER YOUR DESK AND NOT IN YOUR POCKET.

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 9.00am. You should go to your exam room immediately and assemble outside.

SESSIONS

The day is divided up into 3 sessions (1, 2 & 3). **Students are to be seated and ready to start their examinations or revision at 9.05am, immediately after break** (please see your timetable as break time varies each day) **and at 1.30pm.**

There will be occasions when you will have no exam scheduled and you will have revision time only throughout that session. Often there will be a short revision period before your exam starts. It is **essential** that you have plenty of revision material with you during this time. You will be seated in an exam room, often with students who are sitting an exam and you must revise in silence.

LUNCH ARRANGEMENTS

All students need to go quietly 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 be in progress.

You will have a 15 minute break each morning starting at some time between 10.20am and 10.50am. Details of the planned break time can be found on your timetable on the left. 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 at 1.30pm and you will be registered in your exam room. Again there will usually be a period of revision before your exam begins. The afternoon exams are timed to finish at approximately 3.35pm.

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 Miss Jolly.

SEATING

Examinations and Revision Sessions will be held in the Main Hall (MH), Small Hall (SH), Centenary Room, Music Suite, Art Suites, B5, B6 and B7. In the event of you losing your timetable, the seating will be on display outside the Main Hall.

EQUIPMENT

BLACK PEN MUST BE USED TO WRITE YOUR ANSWERS. THE USE OF LIQUID CORRECTION FLUID, INK ERASERS, HIGHLIGHTER PENS AND GEL PENS IS NOT PERMITTED.

At the end of the examination please make sure that you have written the name of your subject teacher on the top left of your exam paper(s), please leave your exam desk tidy. Put tissues, water bottles and pencil shavings etc. in the waste bins provided.

If you have any queries or need any help with your timetable, please do not hesitate to call at the Exams Office where we will be happy to help.

MRS HILL-JONES
EXAMINATIONS OFFICER