

YEAR 11 EXAMINATION PROCEDURE

DECEMBER 2018

We are eager for the exams to go as smoothly as possible for everyone, but, if this is to happen, everyone must be clear about procedures and must follow them.

Mock examinations will be held between Monday 10th and Friday 21st December (inclusive). Mock examinations will be run in the same way as public examinations so you have the opportunity to experience examination conditions and know what you are allowed/not allowed to bring into an exam room and how you are expected to behave. This knowledge will help to make your GCSE examinations more straightforward.

From Monday 10th and Friday 21st December inclusive, you will either be:

- - in school to take an exam/planned activity included on the timetable.
- - in school to do private study, or
- - doing private study at home (**if you have returned a completed timetable/consent form signed by a parent, indicating that you may do this**).

If you indicate on your timetable that you will study at home /in school for any periods when you are not doing an exam, you must follow what you have told us on your timetable and **cannot change your mind**. This is for your safety.

Please remember the following:

MORNING EXAM	For exams that start at 9.00 am, you should be in school by 8.45 am and should go to your form room to await instructions, there are a few exceptions listed below.
EXAM AFTER RECESS	If your first exam is after recess you should be in school by 10.15. All candidates are to go to the gym or room 13 at the end of recess and find their allocated seat, in silence, ready for the next examination.
AFTERNOON EXAM	For exams that start at 1.35 pm you should be in school for 1.15pm and go directly to your allocated exam room by 1.25pm.

ALLOWED IN AN EXAM ROOM	<ul style="list-style-type: none"> ✓ Only black ink or ballpoint pen is allowed (please bring spares), no tippex, erasers or correction pens are allowed, cross out errors neatly and write the correction alongside. ✓ Pens, pencils, and other equipment must be stored in a transparent pencil case and should be visible to the invigilators at all times. ✓ Make sure you have the correct equipment – you will NOT be able to borrow anything from another candidate during the exam ✓ Remember to bring Maths equipment e.g. rulers, protractors etc to the relevant examinations. ✓ Calculators are allowed (unless you are told otherwise) you must ensure that it is working correctly, that any previous information is cleared from the memory, please do not bring in any operating instructions, cases and lids are not allowed in the exam room. ✓ Water is allowed in clear plastic bottles, please remove all labels
NOT ALLOWED IN AN EXAM ROOM	<ul style="list-style-type: none"> X No food is allowed in the examination room X NO MOBILE PHONES, SMARTWATCHES (or potential technological/web enabled sources of information) X Watches MUST be put on the desk in sight of invigilators.

REMINDERS

1. Correct school uniform is required throughout the exam period.
2. Once you have arrived in school for your first examination of the day, you may not leave the site until after your final examination/planned activity of the day, this includes lunchtime. If you have an examination later in the day you are to revise in the gym, **in silence**.
3. You will enter the Gym via the changing rooms. Bags should be put in the changing room behind the Gym before every exam, please ensure your mobile phone is **SWITCHED OFF** if left in your bag. You are advised to leave valuable items at reception. **Do not use your form room locker** – you will not be able to return there at the end of the exam as there may be a lesson in your form room.
4. Once you enter the exam room you are in exam conditions, there must be no communication of any kind, whether verbal or non-verbal, with any other candidate. Silence must be maintained at all times. When asked to come into the exam room, you must do so **IN SILENCE**. Follow invigilators instructions on where to sit, look for your name card, find your place and sit down, in silence, with the minimum of fuss. **Please do not write on your name card!**
5. If you have a concern or a problem, please raise your hand and wait silently to attract the invigilators attention.
6. Purses, keys and calculator cases should be put on the floor under your chair.
7. All writing materials must be in a transparent plastic container. Tippex and other correction fluids or pens are not allowed (exam boards' regulations); cross out errors neatly and write the correction alongside.
8. At the end of an exam, you will be dismissed one row at a time, in silence. If you have told us on your timetable that you are going home, you should do so immediately; you **must sign out** a in the relevant folder at the desk by the trophy cabinet. **If your name is not on the list you do not have permission to leave the site at this time.** You must leave school quietly so you do not disturb other classes which may still be working.
9. When you are revising in school, before, after, or between examinations, you are to go to the gym, and revise with the exam candidates. You must revise in silence, causing no disturbance to anyone else, and should make sure you have everything with you that you will need for the length of the examination. Any revision materials brought into the exam rooms must be placed under your chair, in full sight of the invigilators, until the examination has finished and papers have been collected. You will not be able to leave the room to collect things you have forgotten.
10. **If you are ill and miss an examination**, you will be expected to sit any missed papers as soon as possible on your return. You must see Mr Brown to confirm arrangements for this. If you have not completed all missed papers you will have to come into school on the afternoon of Thursday 20th and/or the morning of Friday 21st December to complete as much as possible.

GOOD LUCK
Mrs Kennedy (Examinations Officer)