

# **AS & A2 MOCK EXAMINATION PROCEDURE, JANUARY 2019**

Year 12 and 13 Mock examinations will take place from Monday 7th January to Friday 11<sup>th</sup> January 2019.

Study leave begins on Monday 7th January, you are only required to come into school for examinations, unless you are told otherwise. **You will be registered in your examination room.** Please do not stay in school following an exam unless you are waiting for an afternoon exam to start. If you are staying in school between exams then you should be in the sixth form block, studying and need to **SIGN IN/OUT IN THE SIXTH FORM BLOCK.** There will be a sheet in the sixth form block for this purpose.

## **Please remember the following:**

There are 2 morning sessions and 1 afternoon session Please go directly to your examination room for the following times:

- 8.45 for examinations starting at 9.00
- 10.30 for examinations starting at 10.35
- 13.15 for examinations starting at 1.30

When instructed to enter the exam room, you must do so **IN SILENCE** as you are now in examination conditions.

1. Mobile phones, smartwatches, or any other technological/web enabled sources of information, are **NOT ALLOWED** in the exam room. Exam boards are very strict about this and will disqualify students who ignore the regulation.
2. Please find your desk with your name card and sit down - Please do not write on your name card!
3. Once in examination conditions you must follow invigilators instructions, they are there to offer help and guidance and to ensure that exam regulations are followed the same as for a public exam.
4. **Please ensure you arrive in school in plenty of time to put your bag in your locker, making sure your mobile phone is switched off. Do not leave any items of value unattended in school, do not leave your bag in the common room unattended.**
5. Keys and calculator cases should be put on the floor under your chair. Watches must be put on the desk in front of you in full sight of invigilators.
6. Remember that writing materials must be in a transparent plastic container. Make sure you have the correct equipment – you will **NOT** be able to borrow anything from another candidate during the exam.  
You must not use:
  - Correction pens, fluid, tape or erasable pens. Cross out errors neatly and write the correction alongside.
  - Reading Pens
  - Gel or highlighter pens in your answers (although you may use them to highlight questions within the question paper/ or question/answer booklet)
7. No food is allowed in an examination room. Water is allowed (in a clear bottle with no labels).
8. In the exam room, there must be no communication of any kind, whether verbal or non-verbal, with any other candidate. Silence must be maintained at all times. If you have a concern or a problem, please raise your hand and wait silently to attract the invigilators attention.
9. At the end of an exam, you will be dismissed in silence. You must not disturb other examinations or classes which are taking place.
10. If you are ill and miss an examination, you must see your subject teacher and Mrs Kennedy so alternative arrangements can be made for you.
11. If you have a subject clash, please check the timetable carefully to ensure you are prepared for the right exam at the appropriate time.

If you have any queries please see

Mrs Parker-Hall, Mr Revitt, Dr Rose or Mrs Kennedy.

Good Luck