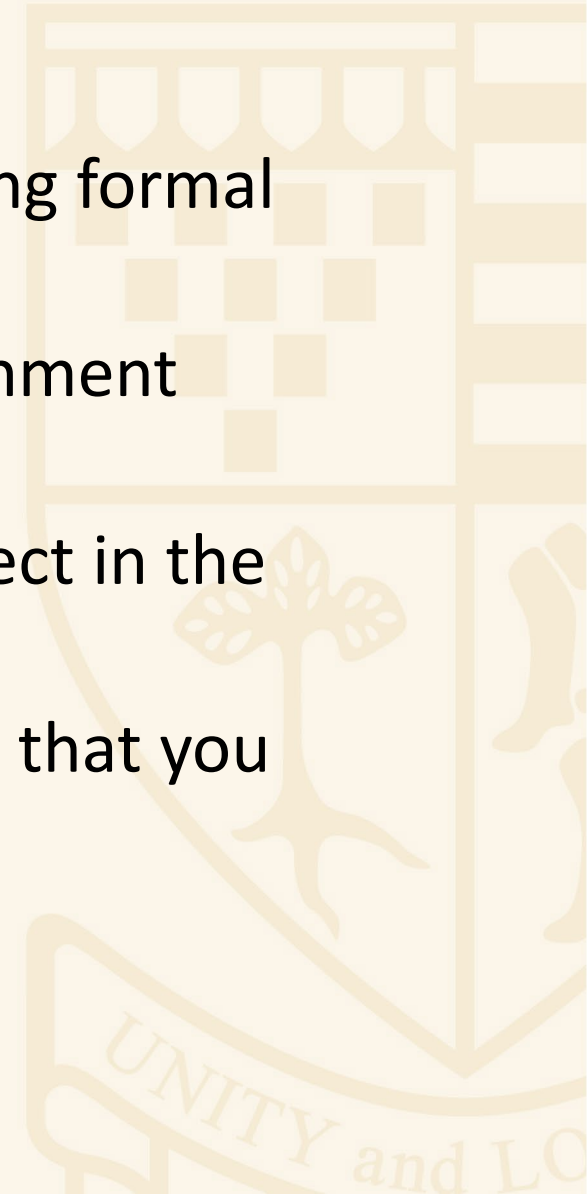


Be Exam Ready

- During your mocks, as far as possible, we will be replicating formal exam conditions and regulations.
- This gives you the chance to get used to the exam environment before the real thing.
- We really want you to feel at ease and know what to expect in the summer.
- However, this means that there are some very strict rules that you need to follow.



Exam Pencil Case/Equipment



Organise a pencil case now with everything you need and keep it just for your exams.

- 3 x Black Biros (**not** gel pens) – *a pen will only run out in an exam!*
- 2 x HB pencils
- Various coloured pencils
- Protractor
- Compass
- Ruler
- Rubber
- Pencil Sharpener
- **Calculator – without the lid for every exam**

Everything should be unmarked and put into a **CLEAR PLASTIC PENCIL CASE** or even a clear sandwich bag.

- **No correction fluid or tape – Tippex is not allowed in exams**
- **Highlighters can only be used on question papers or inserts and not in answer booklets – where you write your answers.**

Exam Team

Mrs Shirley is our exams officer and Ms Rice is the exams assistant and you need to listen to and follow their instructions carefully. They work hard, along with the team of invigilators, to make sure that you have the very best experience possible.

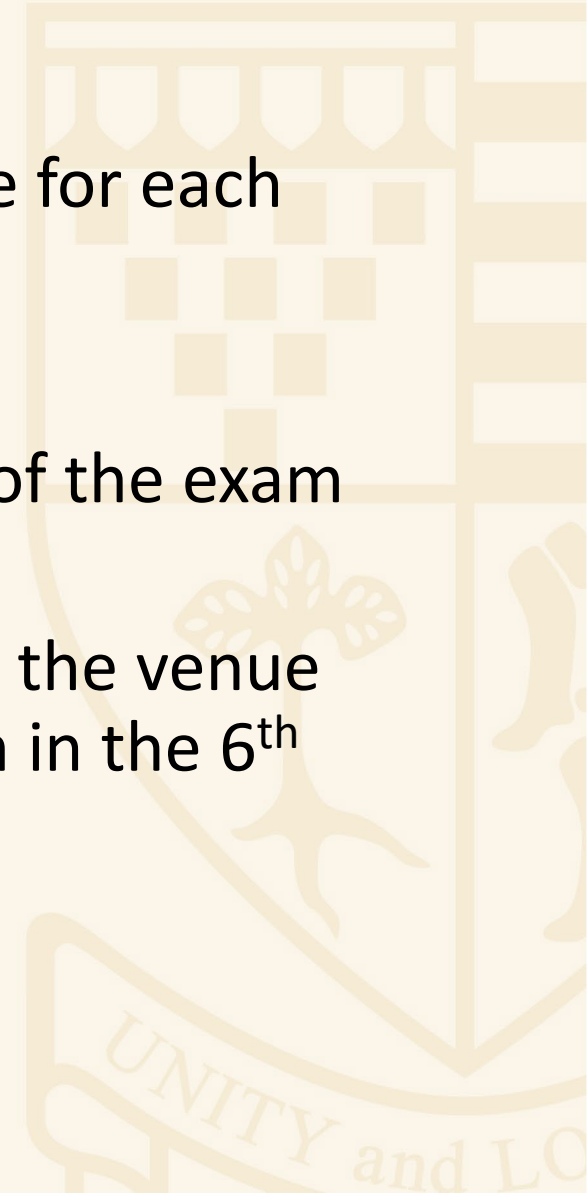


To help them in getting you all into the exam venues as fast as possible, you must be in **silence** when names start to be called and students begin to enter the venue.



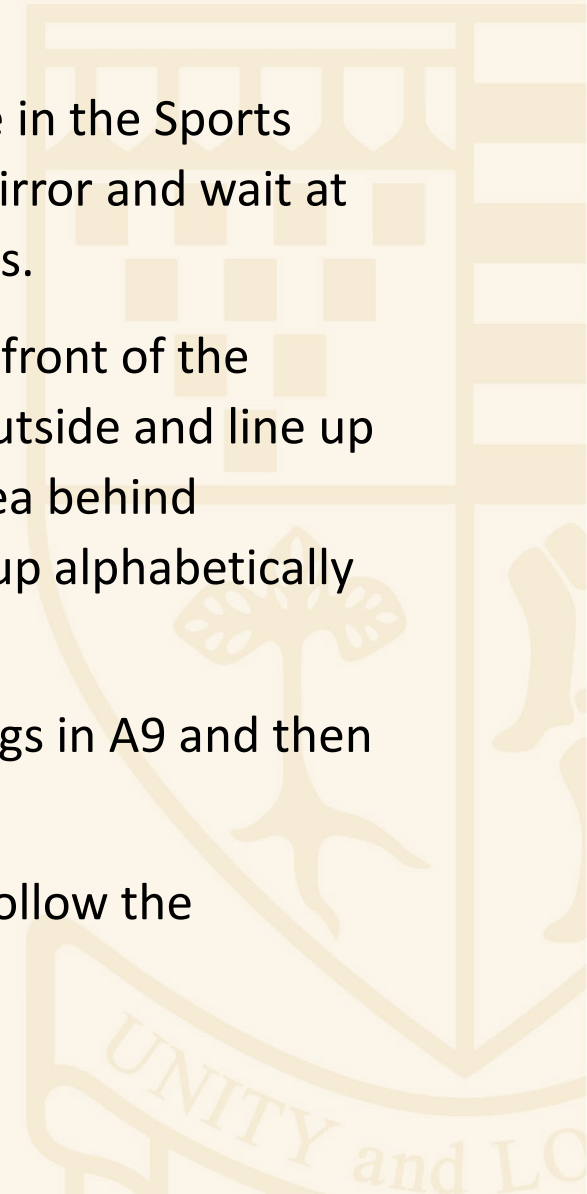
Where will my exam be held?

- Your exam venue should be listed on your exam timetable for each exam
- The vast majority of students will be in the Sports Hall
- There will be boards in the School Hall foyer with details of the exam venues if you have forgotten
- If you have exam access arrangements you need to check the venue for your exams carefully as some of you may be in a room in the 6th Form block or elsewhere around the school.



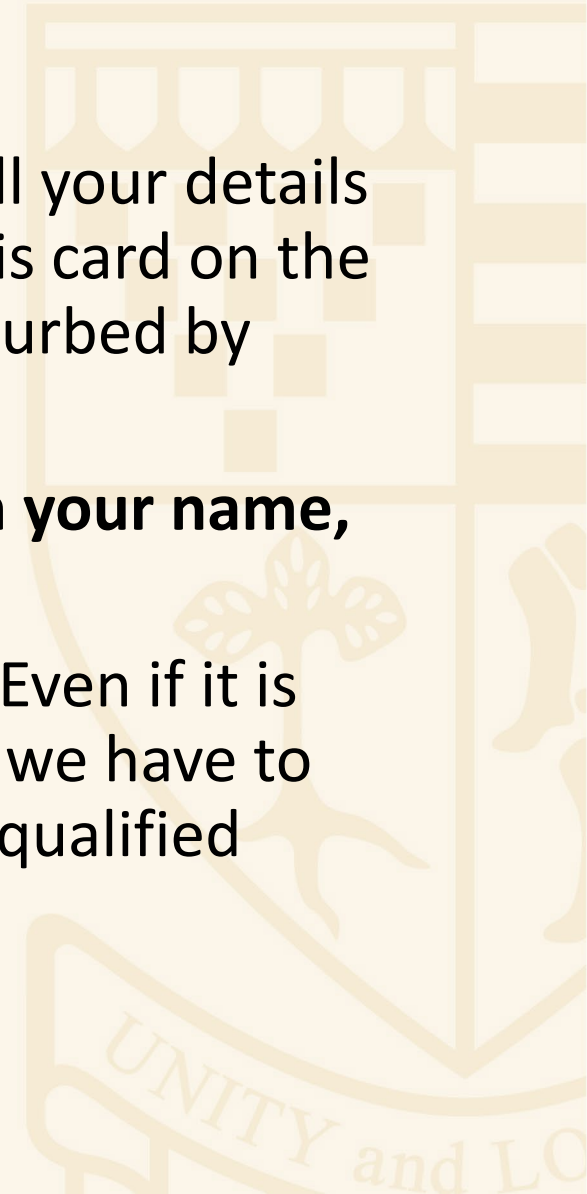
Getting into the exam venue

- If you are entitled to any access arrangements i.e. extra time or a laptop **and** are in the Sports Hall, you will be brought in first so please place your bags in A9 in front of the mirror and wait at the opposite end of the room before being called in. This is the case for all exams.
- For all other students sitting exams in the sports hall, you must put your bags in front of the mirrors in A9. Then, if you have a surname beginning A-J, you need to go back outside and line up in alphabetical order by surname by the PE office entrance and on the paved area behind Art/Music. Students with surnames beginning K-Z should remain in A9 and line up alphabetically there.
- For subjects that have tiers, Maths, Science and languages, please place your bags in A9 and then follow the instructions that will be on the board outside the exam venue.
- If you are in a different venue, then please make your way to that location and follow the instructions of the exams staff who will be there to help you.



Getting into the exam venue

- Everybody will be issued a card as you enter the venue with all your details on, make sure you only have one card and it is yours. Place this card on the top left hand corner of the desk. This way you will not be disturbed by invigilators when they do a seating plan.
- **Do not write anything on your paper, desk, or card, not even your name, until instructed to do so by the invigilators.**
- Ensure that you have nothing written on arms, hands or legs. Even if it is irrelevant to the exam it could be deemed to be cheating and we have to alert the exam board to this and it could lead to you being disqualified from that exam, or others.



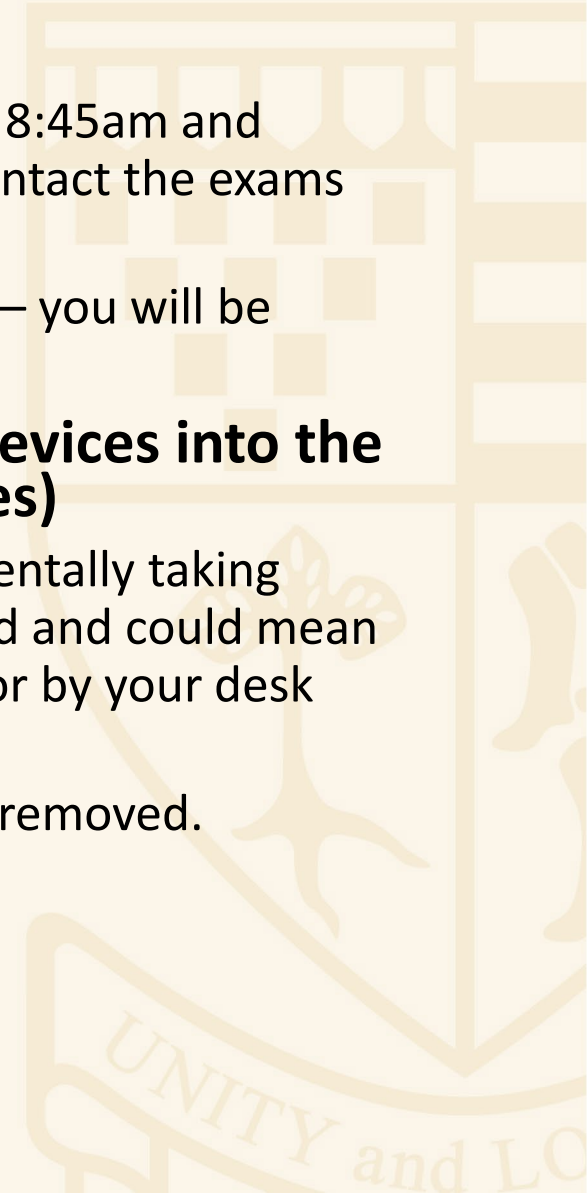
Mocks vs summer exams

- The only difference between the mocks and the summer exams is that for the mocks, we will ask you to write the name of your classroom teacher on your paper as well as your name.
- In the summer you will need to write your name and the centre number. This is your legal name, not shorten names or other names you may be known by.



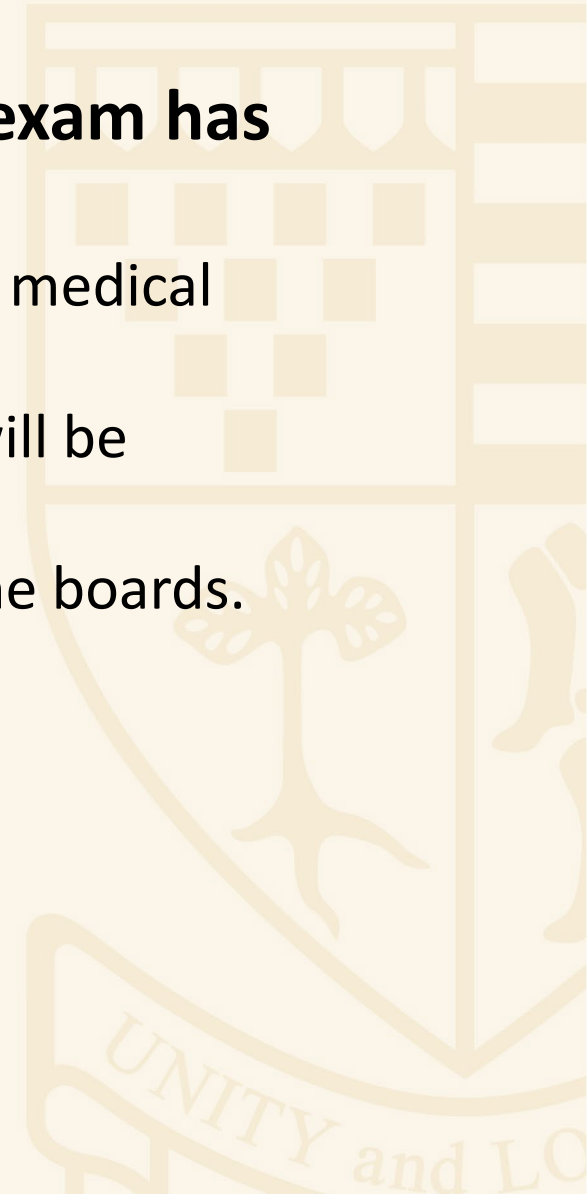
Exam Regulations

- **Be on time for your exams**
 - Be at the venue 15 minutes before the start time of the exam. 8:30am for a 8:45am and 12:45pm for a 1:00pm start time. If you arrive late, for whatever reason, contact the exams office as soon as possible.
 - You will go directly to the exam venue in the morning and not to tutor time – you will be registered in the exam.
- **Do not bring any notes, watches, calculator lids or web enabled devices into the venue (ipods/mp3 players/smart watches/smart glasses or phones)**
 - Phones, headphones and any watches must be left in your bags. Even accidentally taking these items into the venue will result in us having to contact the exam board and could mean disqualification. Glasses cases, medical items etc must be placed on the floor by your desk and will be checked by invigilators.
 - If you have a water bottle, it must be transparent and must have any labels removed.
 - The lid must be removed from your calculator.



Exam Regulations

- **You will not be allowed out of the exam room until the exam has ended unless your access arrangement permits this**
 - Toilet breaks are not permitted unless in an emergency or for a medical condition.
 - Only one candidate at a time is allowed out of the venue and will be accompanied by an invigilator.
 - We have to record all exits from the exam venue to report to the boards.



PLEASE CHECK YOUR EXAM PAPER VERY CAREFULLY

If there is anything you are unsure of, or you think you have the wrong paper, speak to an invigilator immediately

Subject

Candidate Number

Can be found on your exam card

Tier of entry

F = Foundation
H = Higher

Instructions for this paper

Read very carefully all information on the front of the paper. It will explain the questions you need to complete and how to get the best marks along with equipment you can or can't use.

Paper Reference number

Should match your Exam Card

The image shows the front cover of an AQA GCSE Chemistry Foundation Tier Paper 2 exam paper. At the top left is the AQA logo. Below it, a box contains the instruction 'Please write clearly in block capitals.' and fields for 'Centre number' and 'Candidate number', each with a grid of boxes. Below these are lines for 'Surname', 'Forename(s)', and 'Candidate signature'. The subject 'GCSE CHEMISTRY' is printed in large letters, with 'Foundation Tier Paper 2' below it. To the right of the subject is a large letter 'F'. Below this, the date and time 'Wednesday 12 June 2019 Morning Time allowed: 1 hour 45 minutes' are printed. There are sections for 'Materials', 'Instructions', and 'Information'. A table for 'For Examiner's Use' is on the right, with columns for 'Question' and 'Mark' and rows for questions 1-10 and a 'TOTAL' row. At the bottom, there is a barcode, the date 'JUN 19 5 46 22 F 01', the code '8462/2F', and the reference number '8462/2F'.

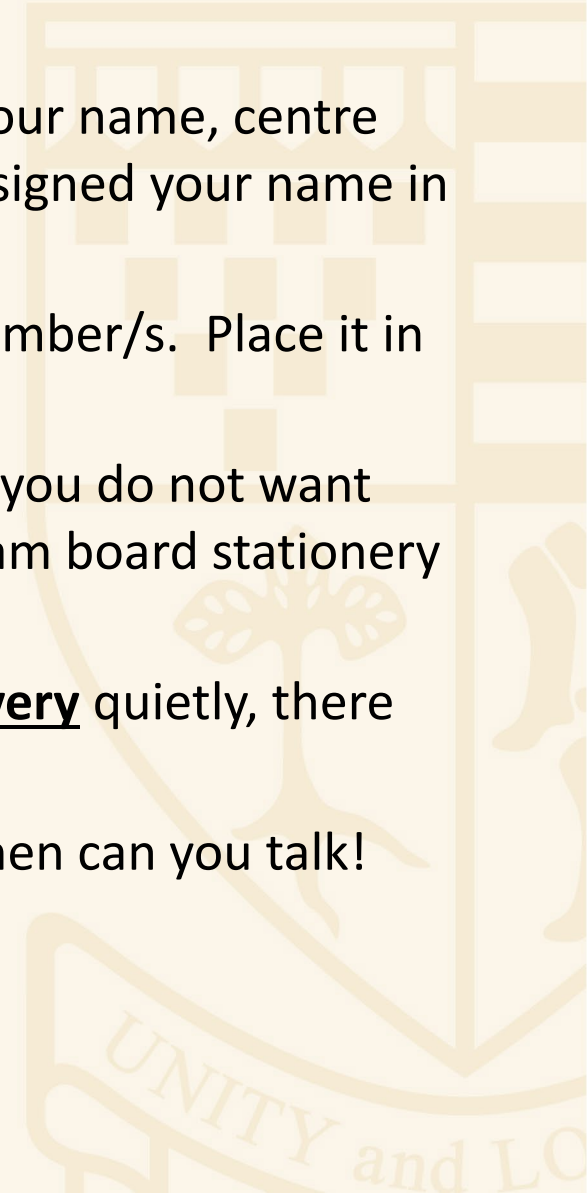
Exams invigilators (Friend not Foe)



- They are there to make sure everyone has an equal opportunity to do the very best they possibly can in the exams.
- To ensure there is quiet and you have everything you need to be successful.
- They are also there to enforce the regulations, so always follow their instructions.
- If you feel unwell during an exam or need more paper or equipment please raise your hand and they will help.
- They cannot give explanations or answer the questions for you, but are there to support and reassure you.
- Please don't be afraid to put your hand up and ask questions – no question is a silly question.

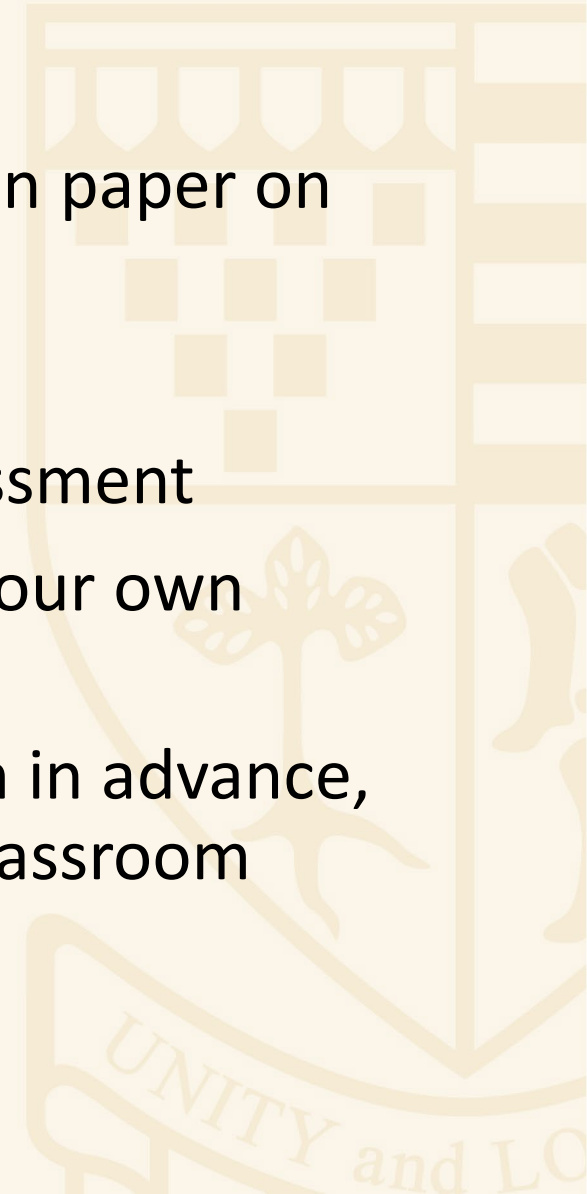
At the end of the exam

- We know you will be relieved that you have finished, but.....
- Make sure all of the papers you have written on, including extra sheets, have your name, centre number and exam number on them. If there is a signature box, ensure you've signed your name in it.
- If you have used extra paper, ensure you have indicated clearly the question number/s. Place it in the correct order and slot inside the exam answer booklet.
- Even rough paper has to go back to the exam board (to prevent cheating), so if you do not want anything marked, cross through the work so the examiner knows this. Only exam board stationery is permitted within an exam venue.
- Follow the instructions of the invigilator about when you may leave and leave **very** quietly, there may be others still working.
- Collect your bags and coats from A9 and leave the Sports Hall building – only then can you talk!



Social Media and Exams

- Do not comment on or discuss the content of the question paper on social media
- Do not buy/ask for/share exam or assessment content
- Do not pass on rumours of what is in an exam or an assessment
- Do not work with others so that your assessment is not your own independent work
- If you think you have seen a leak of any exam information in advance, you need to report this to Mrs Hall, Mrs Shirley or your classroom teacher.

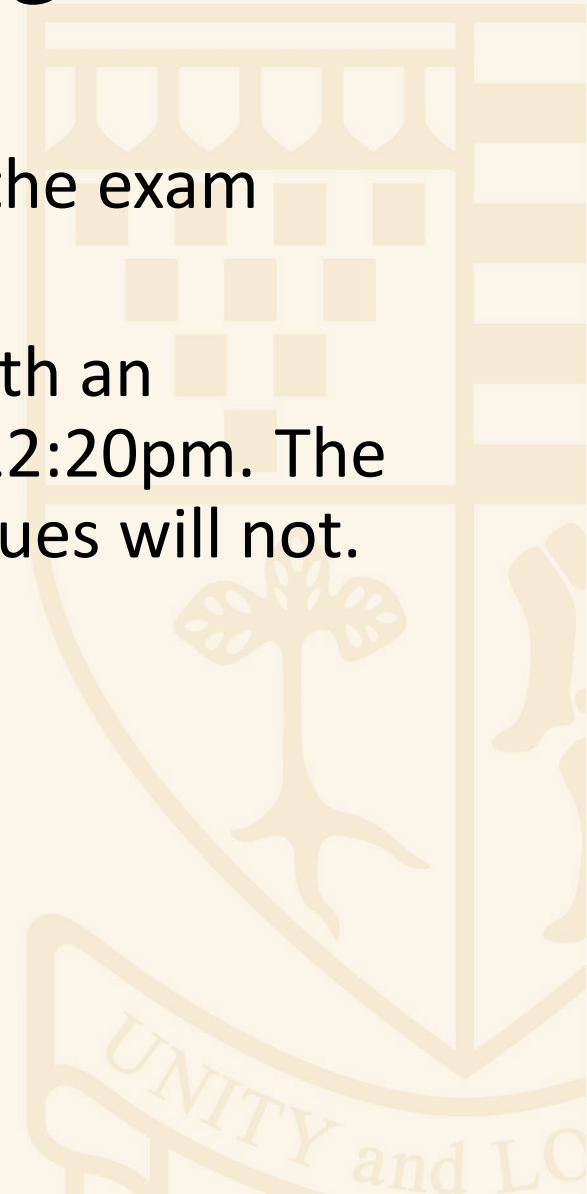


Morning Exams and Breaktime

- If you have a morning exam, please go straight to the exam venue at 8:30am to drop off your coats and bags and line up. You should not go to tutor time.
- Most exams will be finished just before or during break time so you can go to normal break.
- If your exam finishes after break time, or late into break, you will be able to have a 15 minute break, in the refectory, before returning to lesson 3.
- The exams team will be informing teachers about this every day.
- The rest of the school are required to be quiet for you in your exam venues, please do the same for them during lesson times. If you are having a later break, stay in the refectory area and use the toilets on the humanities corridor.

Afternoon Exams and Lunchtime

- If you have an afternoon exam you are required to be at the exam venue by 12:45pm
- To help with this, for the mock weeks, all Y11 students with an afternoon exam will be let out to lunch from lesson 4 at 12:20pm. The refectory will be open for you at that time. The other venues will not.



Results

- We are looking at how you will receive your results from your mocks and will let you know about that nearer the time.
- For now, just concentrate on being the best you.



Good Luck

- Give your best effort so that you know what it is that you have already learnt well and what you still need to work on
- Make sure that you speak to your tutor, Mrs Hall, Miss Clancy, Dr Simpson or the exams team if you are at all worried or have questions
- Don't get involved in mind games with others
- Feeling anxious or nervous is typical – you need find ways to cope with that feeling
- Be confident – you can do this
- Be on time
- Get plenty of sleep and look after yourself

