

Summer Exams 2018

Year 11

Avoiding any accusation of malpractice

- ▶ Be very careful to do nothing which is against the rules or gives you any unfair advantage
- ▶ Anything that could give you even the slightest unfair advantage is malpractice
- ▶ Have nothing written on your hands; not even your candidate number or seat number
- ▶ Have no notes in your pocket or on your person
- ▶ There will be spot checks involving a random sample of students
- ▶ Be aware that we *always* report malpractice

The day before

- ▶ Ensure you have a **clean copy of your exam timetable** in your pencil case - we have already given you two copies
- ▶ It is **your job** to know where you should be
- ▶ If you have lost it, **go to your email** in Firefly and print out the timetable we sent you most recently
- ▶ Ensure you have the equipment you need in your pencil case, and **spare black pens** and spare sharp pencils
- ▶ Have your uniform ready
- ▶ Get some fresh air and exercise
- ▶ Sleep well - pack your work away and turn your phone off

The morning before

- ▶ Eat a good breakfast
- ▶ Plan to arrive in good time: assume the traffic will be bad
- ▶ Check that you have your pens and timetable and any other equipment you need
- ▶ Don't bring any "luggage" that you don't need - leave your valuables, make-up etc. at home
- ▶ **If you are unwell you or your parents/carers should phone Mrs Cotton or Mrs Jenkins on the normal school phone number (01625) 526191 as soon as possible before the start of your examination**

Arriving in school

- ▶ For morning exams you must sign in at High Options between 8.15am and 8.35am
- ▶ For afternoon exams you must sign in in the gym between 1pm and 1.15pm
- ▶ Do not bring your coat / bag/ notes/ books/ phone/ smart watch/ computer to the exam venue
- ▶ Leave valuables with a friend, a sympathetic member of staff, student services, or at home
- ▶ **Full correct school uniform must be worn - we don't want to have to discuss this with you**

Entering the exam venue

- ▶ There must be total silence from the moment you enter the exam venue
- ▶ Don't communicate with any other candidate, even by gesture
- ▶ In the past GCSE and A-level candidates at this school have had their papers cancelled by the exam board because they have been found with a mobile, even though it was in their pocket and switched off - we always report it
- ▶ Turn off all watch alarms and hour reminders
- ▶ Any problems, talk only to an invigilator or me
- ▶ [JCQ video about phones](#)

Sitting at your desk

- ▶ You will have been given a registration card
 - ▶ This helps us check you are in the right seat and taking the right paper
 - ▶ Bring it to all your exams
 - ▶ Don't deface it or write on it
- ▶ Do not write anything on your paper until you are invited to do so
- ▶ Get your pens and equipment ready
- ▶ Put your watch on the desk
- ▶ Put your registration card on the desk where it can be seen by the invigilators - they need to be able to check your identity without speaking to you
- ▶ Small bottles of water will be permitted, with the label removed and bottle placed on the floor
- ▶ Cough sweets are OK, but only if you have a cough. Be aware that the noise of wrappers can be disruptive and they could be taken away from you if this proves to be a problem
- ▶ Don't bring any other food

Starting the exam

- ▶ You will take the tier of exam shown on the official timetable - no last minute changes
- ▶ Don't start until you are told to
- ▶ Don't rush - read through the paper briefly before you begin to check that you understand what you have to do - plan to pace yourself
- ▶ Write in black ink, or use a pencil for diagrams
- ▶ Use a ruler when needed, be clear and neat: they can't read your mind
- ▶ Don't use light coloured pens/ pencils for diagrams and **don't write outside the box** - it won't scan and you won't get the marks

Toilet

- ▶ Go before the exam
- ▶ If you have to go during an exam you will have to be escorted and may be asked to turn your pockets out
- ▶ We keep a record of names of those who have to be allowed to go to the toilet

Completing the exam

- ▶ When you get to the end don't put your pen down and stop
- ▶ Go back to the front page and check the instructions - make sure you have done what you should have
- ▶ Re-read each question carefully and check you have not misunderstood the instructions
- ▶ Re-check every answer, looking for errors, extra information you can add, checking spellings, grammar, punctuation
- ▶ Use every minute
- ▶ Don't doodle or write anything on the exam that should not be there

Finishing the exam

- ▶ When the lead invigilator tells you to stop, put your pen down.
- ▶ If you know you are entitled to extra time carry on until you have used your extra time: if you do not use it, it may be taken away from you for future papers
- ▶ Do not start to fidget or distract other candidates
- remember that others are still working

Leaving the exam venue

- ▶ Do not speak until you are well outside the exam venue - people still working inside the venue will be able to hear you
- ▶ keep moving; don't stop for a chat in the foyer/hall way - exams will be continuing in the sports hall
- ▶ Don't worry about the exam that you have just done - focus on the ones you can still prepare for

Good luck

- ▶ You will have earned your success with all your hard work - be confident and enjoy it!
- ▶ If you have questions or worries, please talk to us