

The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. These shapes are primarily located on the left and right sides of the page, framing the central text. The central area is white.

**YEAR 10 and 11  
Mock Examinations  
DECEMBER 2018**

# YOUR EXAM TIMETABLE TELLS YOU YOUR ROOM AND SEAT NUMBER

- ▶ These will be different for each exam.
- ▶ Please make sure you know which room you should be in and which seat
- ▶ You will waste a lot of everyone's time if you don't

# YOU HAVE YOUR EXAMINATION TIMETABLE

- ▶ You and your parents have also been emailed an electronic copy of your timetable.
- ▶ You should keep one in your pencil case, which must have nothing written on it.

When not in an exam you will be in  
normal lessons.

Bring all your books and  
equipment as you would normally

# **Signing in for examinations**

**For morning exams you must sign  
in at High Options between  
8.15am and 8.35am**

**You will then go from High Options  
to your exam venue**

# Signing in for examinations

For afternoon exams you must sign in in the gym between 1pm and 1.15pm

You will then go to your exam venue

**For all afternoon exams, you must be waiting quietly outside the exam room by 1.15pm at the latest.**

**FOR MOCK EXAMS BUT  
NOT YEAR 11 GCSE EXAMS  
BRING BAGS, COATS AND ANY  
OTHER BELONGINGS WITH YOU TO  
THE EXAM**

Put your mobile phone in your bag under  
your desk

It must be fully switched off and not just on  
silent/airplane



**IN EXTERNAL EXAMS YOU MUST  
NOT BRING YOUR IPOD, MOBILE  
PHONE, SMART WATCH OR ANY  
OTHER ELECTRONIC  
COMMUNICATION DEVICE INTO  
ANY EXAMINATION VENUE**

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

# **TURN OFF ALL WATCH ALARMS AND HOUR REMINDERS**

**STUDENTS USING GRAPHICAL CALCULATORS  
OR POWERFUL SCIENTIFIC CALCULATORS  
MUST CLEAR THE CALCULATOR MEMORY -  
THIS MAY BE CHECKED**

# 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
- ▶ 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

# Toilets

- ▶ Go before the exam, don't waste time during 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

**THERE MUST BE TOTAL SILENCE AT  
ALL TIMES IN THE EXAMINATION  
ROOM.**

**YOU SHOULD NOT COMMUNICATE  
IN ANY WAY WITH ANY OTHER  
CANDIDATES - EVEN BY GESTURE  
OR EYE CONTACT**

# LEAVING THE EXAMINATION

When dismissed by the lead invigilator:

- ▶ leave in total silence
- ▶ keep moving; don't stop in the foyer/hall way

**FULL CORRECT SCHOOL  
UNIFORM MUST BE WORN**

**DO NOT WRITE ANYTHING ON YOUR PAPER  
UNTIL YOU ARE INVITED TO DO SO**

# NO FOOD IS TO BE CONSUMED DURING AN EXAM

- Small bottles of water will be permitted, with the label removed and bottle placed on the floor
- Cough sweets are OK, *if you have a cough*



# HAVE THE CORRECT EQUIPMENT

- ▶ We don't lend equipment for mocks
- ▶ It will be too late to buy it immediately before an examination
- ▶ Black pens, sharpened HB pencils, rubbers, rulers, calculators and a clean copy of your examination timetable should be in a **clear pencil case** or plastic bag
- ▶ Calculator lids must not be taken into the examination room

# **Make sure you know how to use your calculator**

- ▶ **If your calculator is in the wrong mode the invigilators will not be allowed to help you to fix it and will not lend you another calculator**

# **PHONE US IF YOU ARE ILL**

**You or your parents/carers should  
phone Mrs Cotton or Mrs Jenkins  
on the normal school phone  
number as soon as possible before  
the start of your examination**

# HOW SHOULD I REVISE?

- ▶ Practice answering exam questions and review your answers against the mark scheme
- ▶ Practice recalling the information and ideas you need: quizzing not just reading; use flashcards; explain ideas to others
- ▶ Use online resources to help you - e.g. watch videos, then make notes or do mymaths task and correct errors
- ▶ Write (but don't copy) notes to practice processing the ideas and facts

**GOOD LUCK!**