

Instructions for Year 11 Mock exams

PLEASE MAKE SURE THAT YOU READ AND CHECK YOUR EXAM TIMETABLE DAILY AND FOLLOW THE INSTRUCTIONS BELOW -

Please bring the following equipment:

- Pens/pencils/spares, ruler, rubber in a **see-through pencil case/plastic bag**
- Calculator – for Maths
- **Each day bring revision material for the exam(s) timetabled for that day.**
- Books/equipment for normal lessons when you are not sitting an exam
- Bottle of water (optional)

Please follow these procedures:

- **Mobile phones/i-pods/MP3/4 players should be handed into reception before each exam.**
- Bags/coats, NOT VALUABLES, should be put in the designated area which will be sign-posted.
DO NOT LEAVE VALUABLES UNATTENDED AT ANY TIME.
- Look at the layout of the hall and the seating plan – these will be posted on the windows of the corridor near the hall
Make a note of your seat number – on your hand if necessary
- If you have an exam period 1 you should go to morning registration and then make your way to the hall as quickly as possible.
- Enter the exam hall in **silence** and find your seat – if someone is in your seat please put your hand up, an Invigilator will come to you
- When not in an exam you should attend lessons as normal

During the exam – keep focused and concentrate. THERE SHOULD BE NO COMMUNICATION AT ALL including eye contact/smiling at each other as this may be interpreted as CHEATING.

ANY CHEATING IS SEEN AS VERY SERIOUS – IT MAY LEAD TO DISQUALIFICATION FROM ALL OF YOUR EXAMS.

If you need assistance during any of your exams please put your hand up.

WHAT IF

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| I am late? | Come straight to the hall |
| I am absent? | Please see Mrs Dennis as soon as possible on your return to school – exams will be re-arranged where possible. |
| I have a clash? | Please see Mrs Dennis as soon as possible. |

PLEASE REMEMBER

SILENCE IN AND AROUND THE HALL

MOBILE PHONES ARE NOT ALLOWED IN THE HALL, UNDER ANY CIRCUMSTANCES

YOU SHOULD ATTEND NORMAL LESSONS WHEN YOU HAVEN'T GOT AN EXAM