



**YEAR 11 CORE MOCK
EXAMINATIONS
NOVEMBER 2021**

STUDENT GUIDE

THE MOCK EXAMS ARE A PRACTICE FOR THE REAL GCSE EXAMS ALL GCSE RULES AND REGULATIONS APPLY

Before the exams

1. Attached to this guide is a copy of your individual Mock examination timetable for your core subjects, English, Maths and Science. You will get a separate timetable in December for your non-core subjects (options).
2. Check your timetable very carefully. Make sure you check your tiers of entry for Maths and Science and how many papers are being set for your subjects. If you have an exam clash this will be detailed on your timetable.
3. When you revise it is better to:
 - a) Start early.
 - b) Think carefully about where to revise, make sure you are not distracted by the TV or other people.
 - c) Set yourself time limits; do not spend too long on any one topic. Little and often is better than one long session just before the exam.
 - d) Your revision should be active - do not just read your notes. You should make lists of key facts and then test yourself to see if you can remember them. Make spider diagrams to show the links between various topics. Ask your teacher for past questions and try to do them under exam conditions. Use GCSEPod as a revision tool.
 - e) Do not believe friends who say they are not revising!
 - f) These mocks may be used as part of the assessment evidence if GCSE exams are affected by COVID in Summer 2022 so please prepare well and do your best.
4. Check you have all the correct equipment:
 - a) **Black** pens only for writing your answers.
 - b) A pencil for drawing (do not write with a pencil).
 - c) An eraser and a ruler.
 - d) Make sure you have your own calculator, you know how to use it and you **have cleared the memory, put the lids in your bags and have the correct settings before entering the exam room.** Higher Maths and Science groups **will** need a **scientific** calculator.

Check with your subject teachers to see if you need anything else. All your equipment must be in a **clear** pencil case or plastic bag.

You are **NOT ALLOWED** to take into the exam room(s):

- **MOBILE PHONES** - you must follow the current school rules regarding mobile phones and ensure they are handed in to the front office at 8:30am and then collected at 3:30pm
- **WATCHES** - you are to place your watches in your bags **before** entering the exam room(s)
- Non-clear pencil cases, tippex, rough paper, notebooks or a calculator lid or instruction book
- Food

Highlighters may be used on the question papers only **not the answer booklets/sheets.**

Only clear plastic water bottles are allowed and all labels must be removed before entering the exam room and bottles placed on the floor once you are seated.

5. Your mock exams will take place in the Hewitt, Norris and Drama Studios.

The Exams

1. Ensure you are familiar with the JCQ Notices to Candidates emailed to you and on the website.
2. The day before an exam re-check your equipment and then get a good night's sleep. In the morning get up in good time, have some breakfast and make sure you are in school promptly for the start of the day.
3. If you are too ill to attend, or you are late, then telephone the school, (020 8509 9446). When the office is closed, you can leave messages on the answer phone.
4. For morning exams starting at 9:00am, you are to go to your registration where your form tutor will take the register and then escort you down to the Dining Hall where you are to enter in **SILENCE** and sit at the table allocated to your tutor group and then listen to the instructions.
5. For afternoon exams starting at 1:30pm you are to go to your period 4 lesson where your subject teacher will take the register and then escort you down to the Dining Hall where you are to enter in **SILENCE** and sit at the table allocated to your tutor group and then listen to the instructions
6. Once seated in the Dining Hall a member of SLT will brief you on what you need to do before you go into the exam room(s) and then the HOF for the exam will brief you on what you need to do in your exam.
7. Make sure all phones have been handed in and your watches placed in your bags before entering the exam room(s). If you are found to have a mobile phone on you whilst in the exam this will be confiscated, but be aware **if you are found in possession of a mobile phone during your real GCSE exams this will be reported and you will lose your grade for that subject** so make sure you follow the school's mobile phone procedure at all times.
8. Make sure all calculator lids are placed in your bags before entering the exam room(s).
9. Remove your lanyards and place these in your bags before entering the exam room(s).
10. Place your bags at the front of the exam room(s) ensuring you have taken all the necessary equipment out first.
11. You will be called out a row at a time in candidate order and then escorted to your exam room in silence.
12. Before entering the exam room(s) please ensure you are wearing your masks until you are seated at your desk and put this on again before leaving the exam.
13. Please sanitise your hands before entering the exam room(s) using one of the sanitisers on the wall nearest to your exam room.
14. There are no toilet breaks during the exams, unless you have a medical condition or in an emergency, so please make sure you have been before entering the exam room(s).

15. There must be **SILENCE** at all times in the exam room. You will be directed to your place. Sit down and wait, facing the front, for further details. Do not touch any exam papers, which may already be on your desk.
16. Listen carefully to the exam instructions. Make sure you understand how many questions to answer. Are there different sections? Do you have a choice of questions? How much time are you allowed? Are you advised to spend so much time on each section? If you do not understand put up your hand and wait for an invigilator to come to you. An invigilator can help you with instructions, **BUT INVIGILATORS CANNOT HELP YOU WITH THE QUESTIONS.**
17. Fill in your "Legal" name(s) **not** your preferred name(s) and other details as required, including your subject teacher's name, on all exam answer books and additional sheets.
18. If you arrive up to half an hour late you can still sit the exam, but you may not get the full duration if there are not enough invigilators available. If you are more than half an hour late you will be sent to the senior staff on duty. In the real GCSE exams any lateness may result in the exam board refusing to mark your paper.
19. Any attempt at cheating (this includes talking) in the exam room will result in you being removed from the exam and sent to the senior staff on duty. Your exam will be cancelled, your parents informed and you may be excluded from all the other exams.
20. Remember all written answers must be in **black pen**, not pencil. Write your answers **clearly** in the space provided. All rough notes and working out must be done on the exam paper then neatly crossed out and handed in with your answers. When you use a calculator, you must write down the calculations you are doing, not just the final answer.
21. Keep a careful check on the time. It is better to attempt all the required number of questions, even if some are left unfinished, rather than finishing off questions and leaving one or two not started.
22. You are not allowed to leave the exam room until the end of the exam. In an emergency, an invigilator may escort you to the toilet or for medical attention.
23. At the end of the exam, tidy up your papers and place any additional sheets inside the exam paper. If you have used additional sheets they should all have your name on, your subject teacher's name and be numbered. You must remain seated in silence while the exam papers are collected and checked. When told to leave you must do so in silence as other exams may still be continuing in the same room or nearby.
24. At the end of every exam the invigilators will wipe down all the desks with anti-bacterial wipes.

In The Event of a Fire/Emergency

- Students will be instructed to put all equipment down
- Invigilators will note the time
- Students will be asked to put their face masks on
- Students will then, **in silence**, be dismissed from the exam room(s), orderly, row by row and accompanied by Invigilators to ensure absolute silence
- Students will assemble in seating order in the MUGA away from the rest of the school in **TOTAL SILENCE**
- Any communication during the evacuation will have to be treated as cheating

Good luck!
Mrs Brickett - Examinations Officer