

YEAR 11 MOCK EXAMINATIONS 2019
STUDENT GUIDE

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

Before the exams

1. You will receive a copy of your individual timetable via your form tutor prior to your exams.
2. Check your timetable very carefully. Make sure you know your Language group and tiers of entry or group for other subjects. Check how many papers are being set for your subjects. If you have an exam clash this will be detailed on your timetable. Please remember that unlike mock exams, if you miss a real GCSE exam it cannot take place at another time.
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; don't 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 - don't 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.
 - e) Don't believe friends who say they are not revising!
4. Check you have all the correct equipment:
 - a) **Black** pens only for writing your answers.
 - b) A pencil for drawing (don't write with a pencil).
 - c) Coloured pencils for D&T subjects.
 - d) An eraser and a ruler.
 - e) 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 Math's 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 – non-clear pencil cases, tippex, rough paper, notebooks, a calculator instruction book or ***mobile phone***. You must follow the school rules regarding mobile phones and leave these with the school office. 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. No food is allowed in the exam room.

5. Make sure the school has a correct record of your telephone number so that you can be contacted if you are late or missing for an exam.

The Exams

1. The day before an exam re-check your equipment and school uniform 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.
2. 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.
3. Bags and coats should be left in your locker.
4. You are to go to your form room registration for morning exams at 8:45am where you will be escorted down to the Dining Hall by a member of staff and for afternoon exams you are to go to your Period 4 lesson where you will be escorted down to the Dining Hall by your teacher. Once in the Dining Hall you will assemble in silence ready for the briefing from your subject teacher(s) on the procedure for your exams. Please listen carefully for your name/candidate number and once you have been called please line up where directed in

candidate number order. You will be called into the exam room in candidate number order, so please remember this. A register will be taken once you are all seated in the exam room(s).

5. 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.
6. 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.
7. 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.**
8. 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.
9. 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's any lateness may result in the exam board refusing to mark your paper.
10. 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.
11. 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.
12. 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.
13. 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.
14. At the end of the exam, tidy up your papers and secure with a treasury tag if required. 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, other exams may still be continuing in the same room or nearby.
15. It is impossible to guarantee that all exams start or finish at the exact time on the timetable. Some exams, especially 2 hour exams in the afternoon, may have to continue after 3.30pm so please ensure your parents/carers are aware of this.

In The Event of a Fire/Emergency

Students will be instructed to put all equipment down.

Invigilators will note the time.

Students will then, **in silence**, be dismissed from the exam venue, 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
October 2019