

NOTICE TO YEAR 11 STUDENTS FOR MOCK EXAMS

- It is your responsibility to ensure that you have all the necessary equipment with you. The School is under no obligation to provide equipment during exams. All items of equipment, pens, pencils, mathematical instruments etc should be visible to the invigilators at all times. You must use either a transparent pencil case or clear plastic bag.
- Pens should be black ink or ballpoint. No correcting or erasable pens, fluid or tape, highlighters or pale-coloured gel pens are allowed.
- For mathematics (calculator papers) and science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remember to check in advance that your calculator is working and **do not** bring your calculator lids into the exam room with you.
- **Mobile phones, IPODs, Wristwatches, MP3/4 players, or any products with an electronic communication/storage device or digital facility MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.**
- Check you have the correct question paper – check the subject, paper and tier of entry.
- Read all instructions carefully and number your answers clearly.
- Write your name and exam number on all answer booklets and papers.
- Do not attempt to communicate with or distract other candidates when you are in the exam room.
- No food or drink is allowed in the examination rooms except water. Drinking water should be in clear plastic bottles and all labels must be removed (cordial is not allowed). Chewing gum is not allowed.
- Invigilators will collect your examination papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.
- If you are going to be late for an exam, please contact the school reception with an estimated time of arrival.
If you arrive late for an examination you must go immediately to reception and report to Mrs Haley (Exams Officer)