

FAO All Year 10 Students for Mock Exams 16<sup>th</sup> to 25<sup>th</sup> April inclusive

- Full school uniform must be worn by all students attending school for examinations.
- Bags should not be brought to the Main Hall. Students who have exams in the hall should leave their bags in the store at the front of school. Students with exams in the Gym should leave their bags at the back of the gym. Students in F9 and small rooms will leave their bags outside the room.
- Examinations start at 9.00 am, 11.30am and 1.30 pm. Make sure you arrive 15 minutes prior to the start time of each examination and wait quietly outside the exam room until invited to enter by a member of staff.
- **Mobile phones, IPODs, Watches, MP3/4 players, or any products with an electronic communication/storage device or digital facility MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM. This will be classed as malpractice.**
- Do not attempt to communicate with or distract other candidates when you are in the exam room.
- Seating plans will be displayed on the reception doors each day. Please make a note of which seat you are allocated before the exam to avoid a delay at the start of the exam.
- Please ensure you only bring the equipment needed for each exam. The school is under no obligation to provide equipment during exams. All items of equipment, pens, pencils and calculators should be visible to the invigilators at all times. You must use a transparent pencil case or clear plastic bag. Pens should be black ink or ballpoint. Calculators should not have lids.
- No food or drink should be taken into the exam room except water which must be in a clear plastic bottle with all labels removed.
- If you feel unwell during the exam you should put your hand up to attract the invigilator's attention.
- If you think you are going to be late for an exam, please ring reception on 01423 887254 and give an estimated time of arrival. If you arrive late for an exam you must go immediately to reception and report to Mrs Haley.
- 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.
- You must remain seated until told to leave the examination room. Please leave the room in silence and show consideration to other students who may still be working.

For all guidance relating to GCSE Examinations, please read the GCSE Examinations Booklet which can be found on the school website. If you have any queries, please contact Mrs Haley.