

Mock Exams

**Monday 15th November -
Friday 26th November**

**Full school uniform is
expected at all times**

Students in Main Hall/Gym

- Timetables are on WHITE paper
- Times in **RED** indicate the times you must be in the designated registration area. All finish times are approximate
- With the exception of the first English exam on Monday 15th November, students must sign in in the canteen at the time indicated in red
- On Monday 15th, this registration will take place in the food quad
- There is a timetable of the allocated rooms for supervised independent study on the back of all timetables

Students in the Student Support Centre

- Timetables are on YELLOW paper
- Times in **RED** indicate the times you must be in the designated registration area. All finish times are approximate and indicated in black. **RED** finish times are for those students with allocated extra time
- Extra time will run in full in all exams. Students without allocated extra time should leave quickly and quietly without disturbing extra time students
- Students with allocated extra time need to be aware of exams which will finish after 3:10

Exams in the Student Support Centre

- Students using a computer must remain at the end of the exam to ensure all work is printed and signed. The work will then be removed from the computer
- All students taking exams in the SSC will meet at the back of the block next to the steps to the dance studio
- This includes smaller exams for students who normally sit exams in the main hall/gym:
 - French, Drama, Music, Travel & Tourism, iMedia, Spanish (Listening & Reading only), GCSE PE (Paper 1 only).
 - These are all clearly highlighted on white timetables for students normally in the hall/gym

Individual Timetables

- A number of students have been given individual timetables with exam clashes highlighted
- This applies predominantly to Hospitality and Catering students
- The DT, film, geography and physics exams timetabled for Tuesday 16th November are for H&C students in groups 2 & 3 only
- The maths P3 exam timetabled on Tuesday 23rd November is for H&C students in group 1 only

Individual Timetables

- For all other students, the DT, film and geography exams take place on Tuesday 23rd November and the maths P3 exam takes place on Wednesday 24th November
- Please highlight your own timetable to show when each of your exams take place, if you are unsure, please ask your tutor to help you
- There is ONE paper only for ALL subjects except Maths (3), GCSE PE (2), Business Studies (2), French (2), Spanish (2)
- Hospitality & Catering have one practical and one written exam

Attendance

- Attendance at all exams is compulsory
- If you are feeling unwell, parents should contact the school. However, unless impossible to do so (in which case medical evidence would be needed), you will still be expected to attend and sit the exam as will be the case in the summer
- The only exception to this is if you have COVID symptoms or a positive COVID test
- Any missed exams will be sat in the next available exam slot, this will not require prior arrangements, attendance at any point during the school day will be expected

Punctuality

- It is essential that you arrive on time for all exams. You must be on site in the designated signing in area at the time indicated in red
- If you are unavoidably late and the exam has already started, you must sign in at main reception and you will be escorted to your exam
- You will then complete the exam in full
- Repeated lateness (or absence) will result in parents being contacted and the privilege of study leave being withdrawn

Supervised Independent Study

- There is a copy of the study rooms that are available for year 11 throughout the exam period on the back of your timetable
- If you are in school and not in an exam, this is the **ONLY PLACE** you should be
- You will need to arrive with all necessary revision materials to work independently. Computers will not always be available and you will not be able to access other classrooms to speak to teachers or collect books or revision material
- You can bring your own laptops to use, however these must be your own responsibility

Movement on/off of site

- If on site for an exam, go straight to the designated registration point at the time shown in red. If you arrive early, you will need to go directly to the independent study room
- If on site at 8:25am for independent study, register with Mr Litherland opposite the canteen on the tennis courts, do not go to normal house line ups
- If on site at 1:50 for independent study, register with Miss O'Loughlin in room 31

Movement on/off of site

- Once gates are closed at 8:35am the only gate available to access or leave the site is the back gate onto cakebridge road
- This gate will ONLY be open at the times indicated on your timetable
- Once the gate has been locked, you will be expected to remain on site and work in the independent study room until the next time of opening
- If arriving during the school day for an exam and trying to use the main gate, reception will direct you to walk around to the back gate

Movement around site

- During the exam period, there will be no one way system in operation
- The back corridor on the top and bottom floor of the main building will be out of bounds to all students including year 11 unless being directed into or out of the exam hall
- The back drive will be out of bounds for all students including year 11 other than when entering the site to register for an exam in the canteen or leaving the site following an exam
- When coming on to site, use the back drive to enter the back door of the canteen

Equipment

- **YOU** will need to bring black pen (x2), sharp pencil, ruler, rubber, highlighters to all exams
- You can bring your own calculator, these must be without lids. They must be checked by the lead invigilator before each exam
- **CLEAR** water bottles, with no labels can be taken into the exam and should be place on the floor, not your desk
- Watches and phones **MUST NOT** be taken into the exam room under any circumstances
- All notes/paper must be removed from pockets

Equipment

- Bags will need to be placed in the crates prior to entering the exam room
- Space in crates is limited, unless studying on site, try to avoid bringing large bags into school
- Phones and watches will not be collected in, they should be turned off and placed in bags. If brought into school, phones, watches, laptops and any other personal items are your own responsibility
- Full uniform is required for all exams, coats should be placed on the backs of chairs and should have nothing in pockets

Do these exams matter?

- Important that all students endeavour to perform to their full potential
- May be used as part of a portfolio of evidence in the event of CDG being requested

However ...

- Results will not be the only indicator used if teachers are asked to complete CDG

All anyone can ask of
you and all you can
ask of yourself, is that
you do your best