

Dear Student,

MOCK EXAMS – DECEMBER 2021

Due to COVID-19 you have not been able to sit any MOCK, GCSE, GCE or BTEC Exams for the last 2 years. As we are coming up to the preparation of your Mock Exams we would like to go through the procedures that you must abide by. These are the procedures that must be followed in your upcoming Mocks and the GCE, GCSE and BTEC exams in May/June 2022.

If 2022 public exams are cancelled, then teacher assessments grades (TAGs) will be used. Departments will inform students on which assessments they sit that may be taken into consideration if this does happen. Departments will refer to all your assessments as evidence for the grade they will give you.

MOCK EXAM DECEMBER 2021

Preparation for the Exams

- Check the timetable for your subject's date and time of exam. Note the start time and what room the exam will be in. The timetable will be placed around the school.
- If you bring in a bottle of water, ensure all bottles are clear and have the label removed.
- The candidate number that you were given must be memorised as it will have to be written on your exam paper.

Day of Exam

- Line up in the North Playground and stand in tutor groups or class groups. Your class will be marked on the yellow stands.
- You will be guided into the hall/venue. You must enter in **silence**.
- The Exam Procedures will start as soon as you enter the hall/venue.
- Remove your coat and bag and place them in the area allocated.
- All phones **MUST** be turned off and handed in. If you are caught with a phone you will be removed from the exam and be disqualified.
- **NO WATCHES** are allowed. All watches must be left in your bag.
- Make sure you have a clear transparent pencil case. Any covered cases will be removed.
- Go to the desk that you have been allocated.
- If you require any assistance, please put your hand up until an invigilator approaches you – **DO NOT CALL OUT!**
- A teacher or Invigilator will give you important information that you **must** listen to carefully.

During the Exam

- Once the exam papers are placed on your desk do not touch or turn them over. **Only when you have been told to, can you start the exams.**
- Once you turn the paper over you must write your name **CLEARLY** in the correct boxes and a signature if it is required.
- Write your Candidate Number in the box provided.
- The schools Centre Number: 10548, will be shown on the clock at the front of the venue. This screen will also state the start and finish times of the exam.

End of the Exam

- At the end of the exam you must immediately put down your pen when told to!
- Before you have your papers collected ensure that you have **completed** the top page **CORRECTLY!**
- You will be directed out of the hall/venue one row at a time, collect your bag and coat then exit the hall/venue.
- Exams procedure still apply until you exit the hall/venue.

Reminder: You must remain silent at all times in the Exams Room.

If this rule is broken, your script will become invalid and you may be disqualified!

Many thanks,

Ms Specchia
Assistant Head/Exams

Ms Dodd
Exams Officer/Admin