

Year 11 Mock Exams

Wednesday, 2nd December

to

Friday, 18th December

YEAR 11 MOCK EXAMS – DECEMBER 2009
TIMETABLE AND INSTRUCTIONS

The Year 11 exams start on Wednesday , 2nd December and finish on Friday, 18th December 2009.

You will be in normal lessons if you are not in an exam.

Please be aware that if you are meant to attend an exam and you do not arrive, a phone call will be made to gain an explanation for your absence.

- All exams will take place in the Gym, Assembly Hall and the Youth Centre unless stated otherwise on the timetable.
- French and Spanish students will be notified of their appointment times for oral exams by Mrs Bradley. All oral exams will take place in E5 & E6.
- Art and ICT students will be advised which groups they are in.
- ICT practical exams will take place in E12 & LRC.
- ART practical exams in L1 & L2.
- GCSE PE students will be advised which periods over the 2 days they need to attend and where to report by Mr Edwards

Morning, Midday & Afternoon Arrangements

- Exams will be taking place in the Gym, Assembly Hall and Youth Centre
- Assemble in the Small Hall at the start of the period. A seating plan advising you where you will be seated will be displayed on the walls for every examination. Please take note of the row and seat number that is allocated to you.
- You will find letters displayed on the walls of the small hall which will correspond to the row you will be sitting in.
- Once you have looked up your name on the seating plan and know where you are sitting, please line up in front of the allocated letter in silence.
- You will have a candidate number that will be used for every exam. You will have the same number for all your GCSE exams. Please sit at the desk allocated with your candidate number.
- There will be invigilators outside the door collecting mobile phones. You must switch off your mobile and you have a choice of handing it to the invigilator or placing it into your bag.
- Please note that the college is not responsible for any loss of mobile phones.

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- You will be asked to come into the exam room a row at a time. Bags and coats should be placed on the side of the Assembly Hall or outside the Gym.
- As some of your exams may run beyond 3.20 pm, please make alternate arrangements to get home on these days.

Special Exam Arrangements

- Students with special exam arrangements will need to assemble in the small hall, by the sign marked "Youth Centre" you will be collected by an invigilator and taken to your allocated exam room.
- Please do not go directly to the rooms as this may change daily.

INSTRUCTIONS AND ADVICE TO STUDENTS

1. Make sure you have the correct equipment for your exams; you may not borrow anything from another student. You must use a black pen only.
2. Calculators will be needed for Maths and Science exams. Your calculator must not have a formula card with it, any programmes must be deleted and no calculators with communicators are allowed.
3. You must not bring a spell checker or dictionary into an exam.
4. You must not bring any mobile phones, pagers, personal stereos or other equipment into an exam. You should not have any notes about the exam or anything else written on any part of your body.

Exam boards have very strict rules to prevent cheating. No food or drinks should be brought into the exam with the exception of **plain water in a sealed clear plastic bottle with the label removed**. Exam boards can now refuse to mark papers that have graffiti on them, we apply the same rule.
5. You must enter the exam area in silence and at the end leave in silence.
6. When you are in the exam listen carefully to instructions. If you are not sure please put your hand up and ask.
7. During an exam you must not disturb anybody else. That means not talking to others, making any noise or even turning to look at them!

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8. If you need anything during an exam, put your hand up and wait for the invigilator to come to you.
9. Equipment: This must be in a clear bag or pencil case. You are requested by exam boards to only use black pens. Pencils need to be used for diagrams.
10. Highlighters and Correcting Fluid are not allowed in exams

11. Permitted Equipment:

2 black pens	2 HB pencils	Rubber
30 cm ruler	Calculator (for Maths and Science)	Compass
Protractor or angle measurer for Maths and Science	Books for Literature Exam Pre release for English Language	

12. Do not mark the desks or your candidate card.

The exams are to help you prepare for your GCSE exams and to check your progress. Results will be reported to you and your parents on mock results day, Friday 15th January. If you are unsure about anything to do with the exam or have any special requirements e.g. medical, please see Mrs Govender in the examinations office. We will do everything possible to help your exam run smoothly.

Good Luck!

