

YEAR 10 EXAMS – MARCH 2010
TIMETABLE AND INSTRUCTIONS

The Year 10 exams start on Monday, 1st March and finish on Monday, 8th March 2010.

You will need to attend normal lessons when you have no exams.

On Friday, 5th and Monday, 8th March students who do Languages and ICT will be removed from lessons during this time to do their practical /oral exams.

- All exams will take place in the Sports Hall unless stated otherwise on the timetable.
- French ,Spanish and German students will be notified of their appointment times for oral exams by Mrs Bradley. All oral exams will take place in E5 & E6.
- Students taking Business and Communications Systems exam will be informed by Ms Walker of your exam times and room allocations.
- Students with clashes on the timetable need to see Mrs Govender to arrange a rescheduling of times for their exams
- Please see Mrs Govender if you have a clash on your timetable

Exam Procedures

- Exams will be taking place in the Sports Hall.
- Exams sessions are at 8.45 am, 11.05 am and 1.50 pm.
- If you have an exam please go directly to the sports hall. Please do not go to your lessons.
- Assemble on the field at the back of the Sports Hall. A seating plan advising you where you will be seated will be displayed on the shed behind the Sports Hall for every examination. Please take note of the row and seat number that is allocated to you.
- You will find letters displayed on the wall outside the sports 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.
- 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.
- You will be asked to come into the exam room a row at a time. All bags and coats should be placed in the front of the row you will be sitting in.
- 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.
- 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 at the back of the sports hall as well; you will be collected by an invigilator and taken to your allocated room which may be in the Youth centre.
- 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!
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 pencil case or clear bag. You are requested by exam boards to only use black pens. Pencils need to be used for diagrams only

10. 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		

11. Do not mark the desks or your candidate card number. Any student caught graffitiing on the exam table will be made to clean it up after the exam.

The exams are to help you prepare for your GCSE exams and to check your progress. Results will be reported to your parents. If you are unsure about any thing 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.

Alec Hunter Humanities College

Year 10 Examination Timetable – March 2010

1 March Monday	8.45 -10.15 English (1hr 30 mins)		11.05 – 11.50 French Reading & Listening (45 minutes) ----- 11.05 - 12.05 Business & Communications Systems (1 hr)	1.50 – 3.20 Geography (1hr 30 mins) ----- 1.50 – 3.20 Leisure & Tourism (1 hr 30 mins)
2 March Tuesday	8.45 – 10.15 Maths P1 (Non-Calculator) (1hr 30 mins)		11.05 – 12.35 Citizenship (1hr 30 mins)	1.50 – 3.20 Media Studies (1hr 30 mins)
3 March Wednesday	8.45 - Engineering (1hr 30 mins) Child Development (1hr 30) Catering (2 hrs) Food Tech (1hr 30 mins) Textiles (2 hrs) Resistant Materials (2 hrs)		11.05 – 12.35 Religious Education (1hr 30 mins)	1.50 – 2.50 GCSE PE (1 hr)
4 March Thursday	8.45 – 10.15 Maths P2 (Calculator) (1hr 30 mins)		11.05 – 11.50 Spanish/German Reading & Listening (45 mins) ----- 11.05 – 12.05 Health & Social Care (1hr)	1.50 – 2.50 Applied Business (1hr) ----- 1.50 – 2.50 Music (1hr)
5 March Friday	All day French/Spanish/German Oral Exam ----- Business & Communications ICT Practical		All day French/Spanish/German Oral Exam ----- Business & Communications ICT Practical	All day French/Spanish/German Oral Exam ----- Business & Communications ICT Practical
8 March Monday	All day French/Spanish/German Oral Exam		All day French/Spanish/German Oral Exam	All day French/Spanish/German Oral Exam