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BSc, MA, PGCE, NPQH

# MOCK EXAMINATION INFORMATION BOOKLET



**Dear Student**

**This booklet has been written to help you prepare for your Mock Examinations. The Academy takes mock examinations very seriously and we adopt the same rules and regulations that we have to follow for the “real” exams – that way you are well prepared and nothing comes as a surprise in the summer.**

**At the end of the booklet are the statutory notices that we are required to give you prior to you sitting any external exam – we have enclosed them now so that you have the time to read them and are fully aware of the rules and regulations well in advance.**

**If you have any questions, please ask your subject teacher in the first instance, and if they cannot help you, then please ask in the Exams and Data Office.**

### **EXAMINATION TIMETABLE**

You will receive your PERSONAL TIMETABLE via our email system. Write down your exam dates in several places and keep checking them. It is often a good idea to take a picture of it on your phone! Please check your timetable carefully and if you have any queries about which papers you are taking, see your subject teacher.

### **ROUTINES**

Check your timetable for your exam, room and seat number. There will be a notice on the Exams office window in case you forget where to go.

**Morning Exams start at 8:30AM and students MUST stay for the duration of the exam. Afternoon exams start at 12:55PM. The school day may change to a 3:2 split when there are exams in the afternoon.**

- **You need to make your way to your examination room AT LEAST 15 MINUTES PRIOR TO THE START TIME OF YOUR EXAM AS SHOWN ON YOUR TIMETABLE.**
- **If your exam is in room 136 (Sports Hall), then you need to congregate outside by the fire doors to the sports hall.**
- **If your exam is in room 509 (Assembly Hall) or 511 (Theatre), then you need to congregate in the street.**
- **If you are in a small room (911, 811, 335 or LS etc.), then please make your way to the correct room and wait outside. If you are unsure where any of your rooms are, then please ask your teacher for help.**
- **PLEASE ENSURE THAT ALL BAGS ARE PLACED EITHER IN A LOCKER OR IN ROOM 518 (The Drama Store Room) BEFORE YOU GO TO THE HALL.**
- **Bring your black ink pens, pencils, ruler and rubber to the examination in a clear plastic bag or pencil case. No other kind of pencil case is allowed.** Make sure that you have everything you need for that particular examination paper, especially Maths – calculator, ruler, protractor, compasses. Pencil should **only** be used for drawing – remember to return to using a pen after finishing a drawing. It is your responsibility to come with the correct equipment.

- Water bottles are permitted in the exam room, but ALL labels are to be removed and any sports type drinking bottle must be opaque.
- Correction fluid of any kind e.g. Tippex, is not allowed
- You must not bring any un-authorized material into the examination room
- You are not allowed to leave the exam before the finish time
- Mobile phones, i-pods, smartwatches, headphones, or any technological/web enabled devices (such as a Fitbit) etc. are **NOT** allowed in the exam hall. If you find that you have forgotten to put these away safely before entering your exam room, do not remain silent and keep them in your pocket. There will be an opportunity for you to hand anything un-authorized to the invigilators before the exam starts. A pre-labelled bag will be provided on your exam desk for such items. PLEASE ENSURE ALL ELECTRONIC DEVICES ARE SWITCHED OFF COMPLETELY BEFORE HANDING THEM IN
- If you wear a wrist watch, you will be asked to remove it and leave it on your desk. The exception to this is if it is a smartwatch, this **must not be** taken into an exam room
- You must not talk, or try to communicate with, other students in the exam halls
- **If you miss a paper, you will need to arrange with the subject teacher an alternative time for you to sit the paper that you missed.**

### WHAT TO DO IF...

#### You are delayed

Telephone the Academy (01462 628008) and then come to school as quickly as possible and report to the Exams Office without speaking to other students. You **may** still be able to go into the exam.

#### You are unwell in the exam room

Let the invigilator know.

#### You are disturbed by something in the exam room

Let the invigilator know.

#### You are unwell & unable to sit the exam

Telephone the exams office to let us know why you are absent. You will need to arrange with the subject teacher of the paper that you have missed to sit it at an alternative time.

### BEFORE THE EXAMINATION

To be at your best for the examination.....

- Get a good night's sleep THROUGHOUT THE EXAMINATION PERIOD
- Get plenty of exercise THROUGHOUT THE EXAMINATION PERIOD – it helps your concentration
- Get all of your things ready the night before
- Eat a good breakfast
- Please dress appropriately, even on warm days; it can be cool in the halls, and very warm in smaller rooms. Bring a warm top to wear/take off as required
- Don't try to cram at the last minute - it rarely helps

- Relax in the morning if you have an examination in the afternoon
- Be determined - willpower counts!
- Don't be put off by what other students say they have done
- **Think positively** and don't underestimate yourself

### **DURING THE EXAMINATION**

Make sure you read all the instructions on the **FRONT** of the question paper so that you know which parts of the paper you should answer and whether you need anything with you (e.g. calculators etc. in a Math's and Science exams).

Don't forget to fill in your **LEGAL** name and candidate number at the top of each exam paper **and** sign it.

The examination is NOT finished **until you have left the examination room**. You must remain silent throughout.

### **Time**

- Make full use of all the exam time; don't finish too early
- Allow enough time for each question
- Use your watch or the clock in the exam room to avoid a last minute rush
- Answer the correct number of questions. Attempt **all** the questions you **are required** to answer
- Read through and check all your answers at the end

### **Which Questions?**

Read **all** the questions first, slowly and carefully. **If you have a choice** then:

- Decide which you are going to do - choose those that will earn you the most marks
- Sort the order in which you want to do the questions.

### **Planning the answers**

- Check carefully what the question asks for:-  
     What *knowledge* and *facts* does it need?  
     Is it testing a skill e.g. *comprehension*?  
     Is it asking you to make *comparisons* and highlight *differences*?
- Could you improve your answer by using diagrams or sketches?
- Start your answer only when you are sure of your plan
- Don't worry if you see others starting to write, just concentrate on your planning

### **AFTER THE EXAMINATION**

Look forward positively to the next examination. What have you learnt from this one that will help you for the next examination? Try to identify those things that you did well and those you need to improve the next time.

Do not waste time worrying about the examination you have just done - you cannot do anything about it!

**Good luck!**

## Information for candidates

For written examinations - effective from 1 September 2018

This document has been written to help you. Read it carefully and follow the instructions. If there is anything you do not understand, especially which calculator you may use, ask your teacher.

<b>A Regulations – Make sure you understand the rules</b>	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You <b>must not</b> take into the exam room: <ul style="list-style-type: none"> <li>• notes;</li> <li>• potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.</li> </ul> <b>Any pencil cases taken into the exam room must be see-through.</b> <b>Remember:</b> possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You <b>must not</b> write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
<b>B Information – Make sure you attend your exams and bring what you need</b>	
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You <b>must</b> write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
<b>C Calculators, Dictionaries and Computer Spell-checkers</b>	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> <li>• make sure it works properly; check that the batteries are working properly;</li> <li>• clear anything stored in it;</li> <li>• remove any parts such as cases, lids or covers which have printed instructions or formulas;</li> <li>• do not bring into the exam room any operating instructions or prepared programs.</li> </ul>
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D Instructions during the exam</b>	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> <li>• you think you have not been given the right question paper or all of the materials listed on the front of the paper;</li> <li>• the question paper is incomplete or badly printed.</li> </ul>
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet <b>before</b> you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.
<b>E Advice and assistance</b>	
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: <ul style="list-style-type: none"> <li>• you have a problem and are in doubt about what you should do;</li> <li>• you do not feel well;</li> <li>• you need more paper.</li> </ul>
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F At the end of the exam</b>	
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.
<p><b>This information must be made available to all candidates in advance of their examination(s) for each series.</b>  <b>It may be provided electronically to candidates or in hard copy paper format.</b></p>	

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**NO IPODS, MOBILE PHONES MP3/4 PLAYERS SMARTWATCHES**

**NO POTENTIAL  
TECHNOLOGICAL/WEB ENABLED  
SOURCES OF INFORMATION**

Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in

**DISQUALIFICATION**

from your examination and your overall qualification.

**This poster must be displayed in a prominent place outside each examination room.**



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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## Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
  - sit an examination in the name of another candidate;
  - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other unauthorised material is **breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

**The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.**

Effective from 1 September 2014

## Information for candidates Using social media and examinations/assessments



Image by Patrice Jones

**This document has been written to help you stay within examination regulations. Please read it carefully.**

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising.

However, there are limits to the amount of information you can share and you need to be careful not to break the rules. We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received. They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



Image by Ben Wight

### You should be aware that the following might constitute malpractice:

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

### Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

**Please take the time to familiarise yourself with the JCQ rules:**

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

