

## **Year 12 Mock Examinations**

**December 2020**

Next week's Mock Exams are important for a number of reasons: they are the culmination of over twelve weeks of hard work and commitment by you and your teachers. The exams will hopefully reassure you that the hard work has been worthwhile.

Due to the Covid threat, we have had to make some changes to the usual format of the examinations. If each of you plays your part and takes heed of our exam guidelines, the exams will run smoothly.

The main things to remember are:

1. You must stay within your Year Group Bubble.
2. You must adhere to the regulations on the use of mobile phones in order to ensure the integrity of the exams.

### **Exam Times**

**You have now been issued with a revised timetable. Please take time to read this because some start times have changed.**

- Please arrive on time for your examination.
- **All exams in the first session begin at 9.10** except for Double Award Physics on Thursday 3 December which starts at 9.40. Students of Double Award Physics must, however, be in the exam centre for 9.10. You will have **approximately 30 minutes revision time** before your exam starts.
- The **start times of exams in the second session differ**, so it is important that you take time to read the timetable carefully to ensure that you arrive in good time for your exam. On **Tuesday 1 December**, pupils sitting the **Computing** exam must be in the exam centre for 10.55. You will have approximately 30 minutes study time before your exam starts at 11.25.
- When you arrive in the morning for Session 1, you **must go first to your Tutor Room**. Please **do not congregate outside the examination centre**. It is important that you maintain social distancing. When your group has gathered in your Tutor Room, your Tutor will accompany you to and help you find your seat in the examination centre.
- Your exam centre is clearly stated on your timetable. Please make a note of the times and venue of each exam in advance. **The venue can change according to your subject and the number of pupils sitting the exam.**
- When you enter the exam room, you will be guided to your allocated desk. Ms McCambridge has organised exam cards for each candidate. Each desk will have a card. This card will have your exam number and your name. Once you find your card, you will sit down at that desk. The desk and chair will already have been sanitised before you have entered the exam room.

- Only those pupils who have been allocated some revision time before their exam starts (Computing Tues 1 Dec and DA Physics Thurs 3 Dec) are permitted to take notes into the exam centre. You must pass these to the front of the exam centre before your Mock Exam starts.
- If you are feeling ill on the morning of an exam and are unable to sit the exam, a parent must contact the front reception and ask that a message is passed on to your Tutor or Year Head.

## **Double Award Students**

- The Double Award classes are divided into 6 groups. It is very important that you know the specific number of your group. Please ensure that you check this with your Double Award teachers.

## **Equipment**

- You must ensure that you have all the correct equipment. For subjects like Maths and Geography for example, check with your subject teachers before you leave school next week.
- Take care to bring a calculator if this is needed. You can check this with your Maths teacher. Covers must be removed from all calculators.
- You are required to use **non-gel pens (black ink only)**. Make sure that you have enough pens, pencils, an eraser, a ruler and a sharpener in a clear pencil case or in a clear poly-pocket.
- Tippex and highlighters are not permitted in any exam.

## **School Bags**

- Please **do not take school bags into school**. We have nowhere to store them and you will not be able to return to your Tutor Room after the exam.

## **Mobile Phones**

- In the summer exams, mobile phones are **NOT PERMITTED** anywhere in the exam centre. However, we have had to make some changes for these Mock exams in light of the current circumstances in school. **These changes will not apply to the summer exam season.**
- Pupils are **strongly advised to leave their mobile phone, digital watches and all other electronic communication or storage devices at home**.

- If it is absolutely necessary to take your phone to school, you **MUST switch off your mobile phone as soon as you enter the exam centre**. Switching your phone to silent is not enough. Your phone must be completely switched off.
- A teacher will then collect the phones row by row. The phones from each row will be stored in a separate box, which will be placed at the top of the exam room.
- Once the exam has been finished and all papers have been collected, a teacher will call pupils up row by row to collect their phone. Pupils will only be allowed to leave the exam centre once every pupil in that row has checked that they have the right phone. However, the **school will not take responsibility for anyone whose phone becomes damaged or gets lost**.
- We really need your cooperation on this. **If a phone or any other electronic communication device is found in your possession, you will be sent home immediately and your exam paper will be cancelled.**

### **Food and drink**

- No food or drink is permitted in the examination room, except for a small bottle of water.
- The label of the water bottle must be removed before the exam starts.

### **Toilets**

- You should use the toilet before the exam. Pupils who leave the exam are causing a disturbance for others and will not be allocated extra time at the end of the exam.
- If it is absolutely necessary to use the toilet, you must raise your hand first and ask for permission to leave. You will be accompanied by one of the supervisors.
- Remember that you may only use the toilets in your Year Group Zone.

### **At the End of the Exam**

- You must wait in the exam room until all papers have been collected
- You must also wait until everyone in your room has received their mobile phone.
- After the exam, please leave school as quickly as possible
- If you have another exam in the next session, please go to your designated outside area or you can eat a snack in your Tutor Room. **There will be no facility to buy food in the canteen and no pupil is permitted to wait there until their next exam starts.**

## Pupils requiring supervision

- Unfortunately, we have no facilities to accommodate pupils who would like to study in school because we cannot break the Year Group Bubbles.
- If you really need supervision, **you must let your Tutor know the day(s) and time(s) when you will require supervision**. This information must be given to your Tutor **no later than Monday 23 November**. You cannot arrive into school on the day of an exam requesting supervision. Nor will you be permitted to sit in a room without being supervised.

*Good luck for next week - just do your best and stay calm!*