

School Mock Examinations are conducted in line with JCQ Regulations for examinations, please ensure you familiarise yourself with these regulations prior to sitting your mock exams – "JCQ Information for Candidates - Written Examinations"

Additional instructions for students

- Students must have their own equipment, at the very least a minimum of; 2 black pens, 2 pencils, rubber, pencil sharpener, mathematical instruments and a calculator. **THESE SHOULD BE IN A CLEAR PLASTIC PENCIL CASE OR BAG.**
- Students, on hearing the warning bell at 8.35am, go to their allocated examination room as detailed on their timetable and be ready outside the examination room no later than 8.40am. Students should assemble outside their examination room and wait quietly until a member of staff directs them into the examination room. Students should have ready with them the equipment needed for their examination before entering the examination room. No other personal belongings are allowed to be taken into the examination room.
- Students must adhere to invigilator instructions. Any talking or misconduct from students in the examination room **will not** be tolerated. Any student not adhering to this may jeopardise being able to sit their GCE examinations in this school. Parents will be informed.
- Personal belongings such as bags, coats etc are not permitted in an examination room and should be left in the designated room.
- Students **must not** have in their possession a **mobile phone, MP3/4 player, iPod, Smart watch or similar device**. Any student found with such equipment may jeopardise being able to sit their GCE examinations in this school.
- Students must not complete the front of their answer book (or question/answer paper) with their personal information until all students are seated and are instructed to do so by the invigilator.
- Only a 5 minute warning prior to the finish time will be announced.
- Where the use of a calculator is allowed, **students** are responsible for making sure that their calculator meets the awarding bodies' regulations. Students are advised to seek guidance from their subject teacher(s).
- The wearing of any wrist watch is not permitted in the examination room, candidates can place non smart watches only on their desks should they wish to do so. Smart watches are not permitted in an examination room.
- Only a clear (see-through) water bottle up to 500ml capacity; single use bottle with label removed or reusable bottle without printed logo or text. Non see-through bottles are not permitted.
- No Food or drink or drink is allowed in an Exam room expect for a 500ml bottle of water – this should be in be clear plastic bottle with label removed. Chewing gum is not allowed.
- If you feel unwell during an examination, you should put your hand up and inform the invigilator.
- If you have been absent from an examination, please see Mrs Lawson (Examinations Manager) on your first day back to arrange a time and place for your missed examination paper to be rescheduled. **Please note:** This is only possible for mock examinations, rescheduling of a missed examination is not possible for nationally timetabled examinations.

Finally: Any queries students should see Mrs Knapton, their Subject Teachers or Mrs Lawson in the Examinations Office.