

Year 11 Mock Exam Procedure and Regulations

- Please line up in register order outside the hall or sixth form centre **in silence**. Registration is at 8.40am and 1.15pm. Dismissal is from the Hall by the teacher finishing the examination. Lunch for Year 11 only will be from 12.15 – 1.15pm. Everyone stays in the dining room until 12.55, unless you are going straight home.
- **No bags** may be brought into the examination room or left in the entrance hall or shower room. You must expect pockets of blazers to be checked. No coats are allowed.
- Place any purses or things such as spectacle cases and calculator cases on the stage at the beginning of the examination.
- All containers for pens, pencils or instruments must be transparent.
- Tippex and pen erasers are prohibited. Write in black ink only.
- Check if calculators or other specialist equipment are allowed and remember to bring them with you; you must also clear the memory of your calculator.
- If you are allowed books with you in the examination (for example in English Literature) you must remember to bring them with you as none will be provided.
- Rough paper is not allowed. You may use the sheets of paper provided for rough work and planning but they must all be handed in at the end of the exam to be passed on for marking. Do not write on the blotting paper.
- There must be **no communication of any kind** between candidates once they are in the examination room.
- All examinations begin at either 9.00am or 1.30pm. If you are late, the examiners reserve the right not to mark any work completed in the extra time you receive.
- Each time that you have an examination, remember to check whether it is morning or afternoon. You would be surprised how often students get this wrong!
- Please try to be quiet when leaving the examination room. Do not burst into classrooms when classes are going on. Be considerate to others. Organise revision items carefully and ensure that they are always accessible.
- Put all your litter in the bin on your way out.
- Food and drink are prohibited.
- Always exit by the tennis court door.
- Uniform rules still exist on all occasions when you come into school.
- During the examinations, if you have an examination in both the afternoon and morning, you must stay on the school premises. Anyone caught breaking this rule will be made to report for school even on days when they do not have an exam.
- In the event of illness, you must ring the school in advance of the exam you will miss. You will have to make any missed exams up as soon as possible.