

**EXAMINATIONS**

**BOOKLET**

**YEAR 10**

**July 2021 Mock Exams**

School Telephone No: 01392 204082

This booklet outlines the arrangements for your GCSE examinations in the summer. You will need to read all of this information carefully and discuss any problems with your tutors and parents. Please keep this book safely at home.

The School has One Centre Number for GCSE Examinations,

**54241**

It is:

You must use this number in all of your examinations.

You will have your **own** candidate number which is for you only – it is made up of four numbers and will be shown on your Candidate Desk Label when you sit your exams.

**INSTRUCTIONS TO CANDIDATES 2020-2021**

Good luck in the examinations! Remember – work hard and revise carefully. Make sure that you read the following notes and instructions.

It is the **Candidate’s Own Responsibility** (i.e. **Your Responsibility**) to see that **You** attend the **Correct Examinations** at the **Correct Times** on the **Correct Days**. To do this: study your individual student timetable which gives you the date and time for each examination.

**You must wear school uniform to all examinations – you will not be admitted to the examination room if you are out of uniform.**

**BEING PREPARED FOR THE EXAM**

Make sure you are ready for the day.

For all morning examinations, you are required to arrive by 8.40am.

All students should bring the following equipment to each examination in a ‘see through’ plastic bag (no pencil cases).

**Two Black Pens**

**Two sharpened HB pencils**

**Ruler**

**Eraser**

You may sometimes need (*check with your subject teacher*)

**Calculator, protractor, compass, highlighters**

Don’t forget: you can make notes or practice calculations on the question paper; scrap paper is not permitted.

**You may not bring unauthorised materials into the examination room**. Coats, pencil cases etc. must be left in your locker or your bag which will be at the back of the Exam Room during the exam. Valuables must be handed to the Invigilator for safekeeping until the end of the examination.

**Mobile Phones**– You must not have access to any mobile phone, IPods, iwatches, MP3/4 Players – No potential technological/Web enabled sources of information, in any examination location, under any circumstances, during the examinations. Possession of unauthorised items could result in **Disqualification** from your examination and your overall qualification.

**Calculators** – You may use one unless you are told that you must not do so. If you do use a calculator it must be silent, cordless and non-programmable. You may not share a calculator with anyone else. Make sure that the lid, case, or cover of your calculator does not have printed formulas or instructions. Make sure that you have cleared anything stored in the memory. No allowance can be made by the examiners for the breakdown of calculators, and you are advised to bring spare batteries into the exam room. In calculations you are advised to show all steps in your working, giving your answer at each stage.

**Spell checkers** – You must not use a dictionary or computer spell checker unless you are told you may do so by the invigilator of that examination.

**PROCEDURES FOR ALL EXAMINATIONS**

You will line up outside the Exam Room arranged for you. You will have the same room and seat number for every exam. You will be advised of these at a later date.

Watches must be taken off and placed on the exam desk.

**You must not talk or make any contact with another candidate whilst in the examination room – if you do your paper will be cancelled. Any attempt to cheat will be reported to the Examination Officer and Leadership Team.**

If you drop anything on the floor, do not attempt to pick it up. Raise your hand and ask an invigilator to retrieve it for you.

You are not allowed to leave the examination room before the end of the examination period. You have to be escorted at all times if you need to leave (e.g. if you need to go to the toilet).

Please do not write on the exam desks. It is regarded as vandalism and you will have to pay for any damage as well as cleaning it off.

The invigilators will collect your exam papers before you leave the exam room. **Silence MUST be maintained during this time**. Questions papers, answer booklets and additional paper must NOT be taken from the exam room. You will be dismissed from the exam row by row. **You must remain silent until you are right outside the door.**

**TACKLING THE EXAM**

* While waiting for the exam to start, read the front of the exam paper so you know exactly what to do – DO NO OPEN UNTIL TOLD TO DO SO.
* Once the exam has started - read each question carefully – twice is better than once. Check how many marks are available for the answer, and answer accordingly.
* Answer the question; don’t simply repeat it or make up a question of your own
* Write your answer if you feel confident. If not, go on to the next question. Don’t spend time on questions you are unsure of until you have been through the whole paper once.
* Check all calculations. Does the answer make sense and have you included the units?
* Check information in graphs, tables and pictures. Did you read them correctly?
* Check your spellings of specific words, but if you are not sure of the spelling write your answer anyway. You may get the mark.
* If you have to draw diagrams, charts or graphs, use a sharp pencil and draw accurately, using a ruler where necessary.
* Once you have answered all the more straightforward questions go through the paper again, tackling those questions which are more difficult. If on the second reading a question is still very difficult, move onto the next question.

**AVOIDING COMMON EXAM MISTAKES**

* Read the questions carefully so you don’t miss the point, underline key words.
* Check how many marks are given for each question and write enough but not too much
* Look at tables, graphs, drawings and photographs very carefully so you don’t miss anything
* Use the correct words and try to spell them correctly
* Answer the question; don’t just repeat it

**CHECKLIST FOR PROOFREADING AN EXAMINATION QUESTION**

* Have I answered the question correctly?
* Have I included the main points in my answer?
* Have I followed the instructions e.g. have I described/analysed/compared etc?
* Have I answered all parts of the question?
* Have I avoided repetition?
* Are diagrams labelled clearly?
* Have I included an introduction, development and a conclusion?
* Have I used key words?
* Are my points ordered in a logical way?

THINGS TO DO IN THE FIRST FEW MINUTES OF AN EXAMINATION

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| --- | --- |
| 1. Always read the instructions carefully | 5. Underline the key words in a question. This can help you organise your answer |
| 2. As you read through the Examination paper, circle the questions you want to answer | 6. Stay calm, don’t panic. Counting to ten or breathing deeply may help if your mind goes blank |
| 3. Make sure you read through the **whole paper** before you start to write | 7. Before you start writing, work out how much time you have for each question. Don’t spend too long on one question! |
| 4. Check how many marks are given for each question. This gives important information about how much detail is required |  |

**ACCESS ARRANGEMENTS (e.g. students with Reader/Scribe, Extra Time)**

Access Arrangements are made through the SEN Department. A letter of confirmation of these arrangements has been sent to you. Students will be given an individual timetable nearer the time informing them of rooms/staff etc. (Please contact the SEN Department, or the Examinations Officer if in any doubt of your arrangements).

**EXAMINATION CLASHES**

Where possible, we will advise you of any clashes where two or more subjects are timetabled at the same time. You will be informed of any special arrangements involving clashes before your exams.

**If you identify any CLASHES, WHICH WE ARE NOT AWARE OF,**

**Please contact the Exams Officer IMMEDIATELY**

**DRINKS AND SWEETS**

You are allowed to take into the exam room a DRINK OF WATER IN A CLEAR PLASTIC BOTTLE WITH THE LABEL REMOVED. Chewing gum and any other food or drink is NOT allowed. You will not be able to leave the exam room to refill a bottle of water, and invigilators cannot leave to do this for you, so please make sure you have enough for the whole exam period.

**LATE OR ABSENT**

If you arrive after the examination has started – report to the School Reception Office, they will contact a member of staff or the Exams Officer for you. There is a chance that you may still be able to sit the exam.

If you are unable to attend school through illness on a day when you have an examination it is essential that someone from home contacts school before 8.30 a.m. to explain the reason for your absence.

**For Mock Exams, you will able to sit the exam at another time in this Exam Season.**

**CHECK LIST**

1. Read this booklet carefully
2. Show this booklet to your parents/guardians
3. Check your Statement of Entry and Individual Timetable sheets for errors
4. Sort out your pens, pencils, calculator, batteries etc.
5. Turn up on time and well prepared for your exams in the correct school uniform
6. Tell your Tutor, Head of Year or Ms Luke if you have a problem
7. Remember to have breakfast and lunch on examination days.

**R E M E M B E R**

**It is your responsibility to be on time, on the right day and properly prepared for your examinations. If for any reason you are absent on a day when you have an examination you must contact the school before 8.30 a.m. to advise the Office that you will be absent and give the reason for your absence.**

**FINALLY**

Your co-operation in following the procedures will be appreciated. Good preparation is the foundation to successful examination performance.

***GOOD LUCK***

*If you are concerned about anything to do with your exams* ***TALK TO SOMEONE****– Your tutor, Your Subject Teacher, Your Head of Year or the Exams Officer Ms Luke F44.*