Mock Exams 2023

Instructions for students

Students are asked to listen carefully to supervising teachers at all times and follow procedures during the exams so that the exams will run smoothly for all.

* The mock exams will take place in the PE hall
* During exams, normal school rules apply regarding uniform, timekeeping, use of mobile phones, notes for absences
* Please read time-table carefully. It is extremely important to be punctual, as otherwise you will lose valuable exam completion time. You need to give yourself every chance to do your best, so be on time and be prepared.
* Seats will be assigned to students. Please occupy that seat for all exams.
* Schoolbags are to be placed at the back of the hall
* **Visits to the toilet should be kept to a minimum. Please raise your hand and ask for permission of the teacher to be allowed out. The teacher will sign your exam paper when you go out to the toilet with the time you leave & return at. You may be asked to wait until another student returns; only one student allowed out at a time.**
* Writing booklets will be distributed to students. No other books should be on student desks during the exam.
* There should be silence as papers are handed out. Listen to teachers carefully so that you receive **the correct level paper**.
* Mobile phones, as per school rules, should be turned off and not visible during the school day.
* Do your honest, personal best to answer questions fully. Present your work well, numbering and lettering questions clearly. Put your name, your teacher’s name and class on the top of the page.
* If you have finished the exam and are fully satisfied that you have done your best, raise your hand for the paper to be collected. **You may then take out a book and study for another subject.** You must remain in the exam centre for the duration of the exam (you **cannot** go home early).
* Students must not communicate with another student during the exam. If you have a query, raise your hand and a supervising teacher will come to your aid. This includes asking for a loan of certain materials, requesting additional writing paper etc.
* If you do not have an exam, you do not attend for school. **If you have a morning exam, you must attend at 8:45 for tutor time.**
* If your first exam does not start at 9:15, you must attend for tutor time & study in the exam centre until the start time of your exam (ie if your exam starts at 10am, you attend for tutor time as usual & then study in the exam centre until 10am)
* If you have a morning exam, but no exam in the afternoon, you may go home at the end of your exam in the morning.
* If you only have an afternoon exam & no exam in the morning, you should attend at least 15 minutes prior to the start of the afternoon examination.