



West Hill School

The Essential Guide to Surviving Exams

Student Information

Mock Exams 2016

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INTRODUCTION

This booklet has been designed to help you as much as possible during your *GCSE* mock examinations.

If you need any more information, please contact Mrs Hemmings (Examinations Officer), who will be happy to help you.

You will be given with this guide your mock examination timetable. Check on the dining hall window on the day of your exam for the venue and seat number you have been allocated. If there is a problem, please contact Mrs Hemmings as soon as possible.

Please make sure you keep checking your timetable carefully and regularly and that you do not mistake a morning exam for an afternoon one or the other way round, when this comes to your *GCSE* examinations in the summer.

Please be at the exam venue at least 15 minutes before the exam is scheduled to start. If you are late, please report to Mrs Hemmings as soon as you arrive.

West Hill School

The Examination Boards set down strict rules and regulations which schools must follow. Any bad behaviour, mobile phones, web enabled devices, talking or copying is not allowed and would result in all your examination papers being cancelled. Schools must report any such behaviour to the Examining Boards.

Before you enter the exam venue the invigilator will instruct you where to leave any bags and coats and then find your seat. Please make sure that you sit in the correct seat, as you may be given the wrong examination paper if you do not do so, or mistakenly be reported as absent.

Remember you must not talk, turn around or disturb another student, once you are in the exam room it is complete silence. If you have a problem please put your hand up and an invigilator will help you.

In all examinations you will be asked for your name, candidate number and centre number. Your candidate number (exam number) is on the ticket on the desk allocated to you.

Centre number is 33555.

Centre name is West Hill Stalybridge

The centre number and name will also be displayed at the front of the exam venue with the starting and finishing times of the exam.

Listen very carefully to instructions and notices that are read out - there may be changes to the exam paper which you need to know about.

Please check that you are given the correct question paper, with the right subject and the right tier on it (i.e. Foundation/Higher)

Exam Check List



Note the start time on your exam timetable. Morning mock examinations usually start at 10.00am therefore I would recommend you are in school no later than 9.30am you should arrive at the exam venue at least 15 minutes before the start of the exam. Afternoon exams usually start at 1.30pm. It is much better to plan to arrive early in case of problems with the journey.



When taking exams you will be instructed by the invigilator where to put your bags and coats.



Phones - **Students must not have mobiles phones or any web enabled devices in their possession** (either on or off). They can be handed in for safe keeping at the start of the exam, if necessary. **This is very important - if a phone or technological/web enabled sources of information are found on you, there is a good chance that your whole exam will be cancelled. Please make sure you switch it off before handing it in.**



You should not have books, notes, pagers, MP3 players etc in your pockets.



You should bring a black pen, pencil, rubber and any other writing equipment needed to your exams. Only **clear pencil cases** are allowed on your desk, any others should be left in your bag. **Do not use gel pens** - this is because many of the exam papers are now scanned and sent electronically for marking - gel pens do not scan well.

You are not allowed to use in your answers highlighters, gel pens, correcting fluid or correcting tape.

If you make a mistake in the exam please draw a neat line through it. Any diagrams or pictures should be drawn in pencil. Please draw a neat line through any rough notes also.



In an exam where you have the use of a calculator, you should keep the calculator lid, box or instructions with your bag and coat and not in your pocket.

Sshh!

There is absolutely no talking or communication between students once you enter the exam room. If you have any questions, you should raise your hand once seated and an invigilator will come to you.



Please come to school dressed in your correct full school uniform, footwear and appropriate hairstyle. If you do not, you will be asked to go home to change and will probably miss part of the exam.



No food is allowed in the exam room. You can bring a 500ml bottle of water, in a clear bottle with no labels and no sugary drinks are allowed.

Fire Alarm

If the fire alarm sounds during an examination the invigilators will tell you what to do. Don't panic, remain in your seat until you are given instructions.

If you have to leave the exam room you will be asked to leave quietly and in the order you are sitting. You will be directed to the assembly point allocated. Please leave **EVERYTHING** on your desk. Do not speak to anyone else and when you return do not start writing until you have been told to do so. When you do your GCSE's you will still get the full working time and a report will be sent to the Awarding Body telling them of the interruption.

Absence from Examinations

If you are ill and cannot take the exam, you **MUST** telephone the school immediately and leave a message for Mrs Hemmings, Exams Officer with the reception office.

If you do not have a good reason for missing an actual *GCSE* exam your parents will be charged for that exam.

Please note that an Exams and Appeals Policy is available from school.

Results

For the mock examinations your subject teacher will present you with your results.

We would like to wish you all good luck in your exams.

