



All Hallows
Catholic High School
'Growing Together in the Spirit of Christ's Love'

Year 10 & 11 Mock Exams

PRE-EXAMINATION BRIEFING

YOUR DOCUMENTATION

- ▶ You will receive the Mock Exam timetable via your form tutor and via synergy.
- ▶ Your form tutor will tell you your 4 digit exam number
- ▶ You will be able to locate your seat on the seating plan that your tutor will show you
- ▶ You must make a note of this so you easily locate your seat on the first day of exams
- ▶ You will be in the same seat for the majority of exams but will move for exams such as MFL Listening and Reading, and exams where there are a very small cohort sitting them.
- ▶ All rows are numbered to enable you to locate your seat easily.



VENUES

Sports Hall

Arts Theatre

ENTERING THE EXAM ROOM

As soon as you enter the exam room you are under exam conditions.

This means no speaking or communicating in any way with your peers.

Candidates must be reported to the board if they do not comply with the above regulation.

This will result in either a loss of marks or a fail from the exam board.

SEATING


- ▶ Each desk will have a card showing a candidate number and name
- ▶ Do not deface or destroy the candidate cards
- ▶ Order will normally be by candidate number
- ▶ Desk positions should not change for Mock exams
- ▶ Once seated, a member of SLT or an invigilator will read the instructions of the exam and will announce when you can start.
- ▶ DO NOT OPEN THE EXAM PAPER unless instructed to do so

Do not write anything on your paper until you are instructed to do so. It is considered Malpractice if you do

Importance of Warning Notices

These will be posted outside the examination rooms

A copy of the Internal Appeals Procedure is posted on the school website.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------

Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material is **not allowed** - even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

**NO MOBILE PHONES
SMARTWATCHES
MP3/4 PLAYERS**

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**



Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in

DISQUALIFICATION
from your examination and your overall qualification.

JCQ INFORMATION



Information for candidates Using social media and examinations/assessments



**This document has been written to help you stay within exam regulations.
Please read it carefully.**

We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.

However, it is important to consider what you say and to think about what information is being shared as there are limits to what you can share and you need to be careful not to break the rules. The rules are in place to ensure that exams are fair to everyone, students don't become worried about false rumours and any real issues can be sorted out quickly by the right people.

We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



You need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

Please take the time to familiarise yourself with the JCQ rules:
<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>



MALPRACTICE

There are severe penalties for malpractice. You could be disqualified from your exams.

Examples of malpractice:

- ▶ Possession of a mobile phone or smart enabled device - even if switched off
- ▶ Writing/drawing obscene material
- ▶ Talking/disrupting others - even as you are entering the exam room
- ▶ Possession of notes
- ▶ Writing on hands/skin/ equipment
- ▶ Possession of a Watch

Please check your pockets before you go into every exam

CONSEQUENCES

- ▶ Written warning
- ▶ Loss of marks for that paper
- ▶ Loss of marks for that subject
- ▶ Loss of marks for all exams with the that exam board
- ▶ All exams cancelled for all exam boards
- ▶ Banned from taking exams for 1-5 years

4,335 penalties were issued to students in 2022, of those 805 students lost their certification, 2075 lost marks and 1455 were issued a warning.


Mobile phone and other communication device offences accounted for 43% of all student penalties.

JCQ INFORMATION

Checklist for your Exam day

Information for Candidates regarding how the AB use any data about you!

All available on the school website along with an A-Z Guide to Exams for Students



On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

Before sitting your exams, ensure you know:

- ☐ the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- ☐ who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

What you cannot take into exams:

- ☐ any type of phone
- ☐ revision notes
- ☐ any type of watch (this includes analogue, digital and smart watches)


What you will need:

- ☐ a clear pencil case
- ☐ at least two black ink pens – blue pens are not acceptable
- ☐ an approved calculator for relevant exams
- ☐ appropriate apparatus such as a ruler or protractor for relevant exams
- ☐ a clear water bottle if you wish to take one in – it must not have a label

Other important information:

- ☐ Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- ☐ Fill in your details on the front of your answer booklet.
- ☐ If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- ☐ If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- ☐ Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

If you have any questions about the format on the day, please ask your teacher or exams officer.



You can also find useful information about preparing for exams at www.jcq.org.uk/exams-office/information-for-candidates-documents

EFFECTIVE FROM 1 SEPTEMBER 2022



Information for Candidates
Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA <https://www.aqa.org.uk/about-us/privacy-notice>
CCEA <https://www.ccea.org.uk/learn/privacy-notice>
City & Guilds <https://www.cityandguilds.com/help/help-for-learners/learner-policy>
NCFE <https://www.ncfe.org.uk/learn-information>
OCR <https://www.ocr.org.uk/about-us/policies/website-policies/privacy-policy/>
Pearson <https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html>
WJEC <https://www.wjec.co.uk/home/privacy-policy/>

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>

Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

THINGS I MUST DO

- ▶ Be on time!
- ▶ Enter the exam room in silence.
- ▶ Listen carefully to instructions.
- ▶ Face the front at all times. NO TURNING AROUND!
- ▶ Put your hand up and wait for the invigilator if you need anything such as paper, pens or tissues etc
- ▶ If you drop anything or another student does. Do NOT pick it up. Put your hand up for an invigilator.
- ▶ You are not expected to go to the toilet in an examination. In an emergency situation, put up your hand and quietly speak to an invigilator. If it is within 15 mins of the start or finish time you will not be permitted to go.
- ▶ You must not ask for, and will not be given, any explanation of the questions.
- ▶ In your own interest ~ make sure you have filled in ALL the details on the front page of your answer booklet
- ▶ Final questions are often forgotten ~ make sure you look through the question paper before you start and check the back page
- ▶ Keep an eye on the time.
- ▶ Do not leave the exam room until told to do so by a member of staff.
- ▶ After your exam leave quietly ~ no talking outside the room

EXAM START TIMES

- ▶ Normally 9.00 am and 1.30 pm although variations will occur on afternoon exams – Please check your time table and ensure you arrive at the exam hall 15 minutes before the exam start time.
- ▶ If you are late for an examination? – Contact the school office immediately
- ▶ If you are ill on the morning of an examination? – Contact the school office immediately

SCHOOL RULES

- ▶ Full school uniform must be worn entering the exam hall
- ▶ No toilet breaks
- ▶ No leaving early if you have finished
- ▶ No heads on desks
- ▶ All question papers and notes must be handed in at the end of the examination

INVIGILATORS

- ▶ There to ensure the exams are run according to the regulations
- ▶ Please listen to them and follow instructions
- ▶ If you need any assistance, then please raise your hand high to alert an invigilator
- ▶ They are unable to answer any questions relating to the exam paper
- ▶ Please treat them with respect

You have a Problem?

- ▶ Injury
 - ▶ Illness
 - ▶ Bereavement
 - ▶ Any other special requirement
-
- ▶ Notify your Head of Year or the Exams Officer ASAP

ACCESS ARRANGEMENTS

Any candidates entitled to any Access Arrangements should already have been notified of their entitlement.

It will be your normal way of working!

If you have any queries please ask NOW!

EMERGENCIES

- ▶ If the fire alarm sounds you will be asked to put your pens down. The invigilators will advise if you need to be evacuated. If you are evacuated you must leave all papers, scripts and personal effects behind. Close your scripts if safe to do so.
- ▶ You must keep in your examination groups and remain silent ~ i.e. no communication or collusion with other candidates. Invigilation will continue outside
- ▶ On return you will be allowed the full working time for your examination
- ▶ If the lock down alarm sounds you will continue to work as normal as the building will automatically lock.

LATE???

If you think you are going to be late for the start of your exam, please contact the school to inform us.

You must not have access to the internet so hand your phone over to a responsible adult who can verify this.

On arrival at school, a member of staff will escort you to the exam room.

You **must not** enter the exam room without permission once an exam has started.

Depending on how late you are, the Exam Boards may or may not accept your script but best practice is to sit the exam.

IN THE EXAMINATION ROOM

- ▶ Heed the warning notices, especially regarding unauthorised material or equipment ETC

YOU ARE NOT ALLOWED:

- ▶ Calculator cases and instruction leaflets
- ▶ Bags
- ▶ Revision Notes
- ▶ Pencil cases (unless transparent)
- ▶ Water Bottles (unless transparent)
- ▶ Personal audio equipment and particularly
- ▶ MOBILE PHONES (even if switched off)

or you face immediate disqualification, always check your pockets for items not permitted.

If you accidentally bring an unauthorised item into the exam hall as long as they are handed in before the exam starts that's ok so always raise your hand!!!

IN THE EXAMINATION ROOM

- ▶ Each candidate is responsible for providing all the materials needed during an examination please ensure you have everything required for the exam!
- ▶ The desks are small and you don't need hundreds of pens and coloured pencils ~ but you do need to have a spare pen, pencil and any other equipment required for the exam.
- ▶ Once an examination has started you may not borrow anything from another candidate. If any of your equipment breaks raise your hand and speak to an invigilator.

EQUIPMENT (minimum)

- ▶ Clear pencil case
- ▶ BLACK Biro x 2 (the only colour accepted by the exam boards)
- ▶ Pencil
- ▶ Eraser - **No Tipp-ex**
- ▶ Pencil sharpener
- ▶ Protractor/compass
- ▶ Ruler
- ▶ Calculator (if allowed)
- ▶ Highlighters

EXAM PAPER

- ▶ Always check you have the correct examination paper
- ▶ Write in black ink only – no erasable pens as they will not scan through to the examiners correctly
- ▶ Do your rough work on examination stationery or the question booklet, it may be neatly crossed through later but not obliterated as it **all** should go to the examiner
- ▶ Carefully follow instructions about filling details on the answer booklet, particularly if asked to indicate on the front which questions you have answered
- ▶ Don't put your completed answer sheet where another candidate can see it
- ▶ Remember an examination is still in progress until all the scripts have been collected

EXAM PAPER

- ▶ Please do not write the name of the school on any answer sheets even if there is a place for it (policy re: examiner/school anonymity). Instead put the school's centre number ~ 46723 in the usual way
- ▶ Raise your hand if you need more paper
- ▶ Additional answer sheets should be inserted in your answer booklet
- ▶ Invigilators must not offer advice ~ so please don't ask for any
- ▶ Don't put anything on the floor, the aisles should remain clear at all times

CALCULATORS

Where calculators are allowed they must be:

- ▶ Of a size suitable for school examination desks
- ▶ Have an integral power supply (check your batteries)
- ▶ Its working condition is your responsibility; a calculator fault provides no compensation
- ▶ Cases, instruction leaflets or printed formulae must not be in a candidate's possession.

CALCULATORS

- ▶ Calculators with the following facilities are prohibited:
- ▶ Data banks
- ▶ Dictionaries
- ▶ Language translators
- ▶ Retrieval of text or formulae
- ▶ Built-in symbolic algebra manipulation
- ▶ Symbolic differentiation or integration
- ▶ Capability of remote communication
- ▶ Check with your teacher well before your exam if you are unsure about your calculator

STRESSED OUT??

- ▶ Please see me, your form tutor or Head of Year if you have any particular worries
- ▶ Invigilators are there to help. Put your hand up in the exam should you need to ask a question.
- ▶ <https://www.youtube.com/watch?v=7AgswlakjRw>

STRESSED OUT??

- ▶ Keep things in perspective, whatever happens in your exams you can still be successful in life
- ▶ Feeling nervous about exams is **NORMAL**
- ▶ **Remember!! Everyone else in the exam hall is probably as nervous as you!!**
- ▶ Exams are designed to test you so it will not always be easy
- ▶ All you can do is try your best
- ▶ Be Prepared - You should be revising from now..

HELPFUL TIPS - RECAP

- ▶ Listen and follow instructions.
- ▶ Check for correct paper & tier and write your full **legal** name. This is the name on your birth certificate
- ▶ Write only when instructed.
- ▶ Read the exam paper thoroughly – to the back page.
- ▶ Raise your hand for assistance.
- ▶ Think! - Do not rush your answers.
- ▶ Cross out any incorrect work, but no doodling.
- ▶ Use all available time wisely.
- ▶ Do NOT distract others.
- ▶ Remain silent at all times.

ADDITIONAL ADVICE - RECAP

- ▶ Go to the toilet before your exam
- ▶ Ensure you have everything you need - it is YOUR responsibility to bring your own equipment
- ▶ Make sure you have the equipment you need for each exam - you may need coloured pencils for Technology or Geography, for example.
- ▶ You can take in water in transparent bottles ONLY, you must remove all labels from the bottle, no tinted bottles or logos.
- ▶ Fire Evacuation Procedure - in the event of a fire alarm, please follow the guidance of the Invigilators, you are still under exam conditions so REMAIN IN SILENCE

FINALLY

We must all follow the rules; Examination Board inspections occur regularly and are unannounced

We rely on your co-operation and we want the examinations to run smoothly

MOST IMPORTANTLY

Try your best, that is the best you can do!

Exercise and regularly get fresh air

Eat well during your exams

Try to get a good night's sleep

Keep calm, you can do it!

We are here to help you.

QUESTIONS OR CONCERNS

If you have any questions or concerns then please ask.

Mrs Nicholson is the Exams Officer and her office is located in the Junior building.

good luck