

JOHN FLAMSTEED COMMUNITY SCHOOL YEAR 11 MOCK EXAMS

MONDAY 26 FEBRUARY to FRIDAY 8 MARCH 2024

INSTRUCTIONS TO STUDENTS

These examinations are preparation for final exams in the summer, and should be attempted with full commitment and application. They may be used to make decisions about GCSE entries. The results and projected grades which follow them are also included in references for post 16 education, employment and training.

WHEN THEY HAVE NO EXAM SCHEDULED, STUDENTS GO TO NORMAL LESSONS UNLESS OTHERWISE DIRECTED.

1. **Venue:** All examinations will be held in the **Gym** *unless instructed otherwise*.
2. **Equipment:** Check requirements with teachers e.g. **BLACK ink** pen, ruler, calculator, in clear pencil case / bag. Water in a clear plastic bottle (no labels) can be taken in to the exam hall.
3. **Uniform:** **Normal school uniform** dress code applies.
4. **Registration:** **Go straight to the examination room.**
Line up quietly in Tutor Group / alphabetical order for EVERY exam.
Arrive **10 minutes** before the start of the examination, as below (*unless instructed otherwise*).

MORNING EXAMS	Arrive: 8.50 am for 9.00am start
AFTERNOON EXAMS	Arrive: 1.05 pm for 1.15 pm start

5. Preparation:

- Read the mock exams **timetable** carefully – be clear about all arrangements.
- **Plan and revise** thoroughly, and get into the right frame of mind before the exam.
- Go to **bed** at a sensible time to ensure plenty of **rest** and a fresh start the next day.
- **Arrive in plenty of time** with correct equipment to ensure a hassle-free start to the exam.
- Line up **quietly** with focus on the exam ahead. Enter the Examination Hall **silently** when called.

MOBILE PHONES, WATCHES AND ANY POTENTIAL TECHNOLOGICAL/WEB ENABLED SOURCES OF INFORMATION MUST NOT BE TAKEN INTO EXAMINATIONS.

6. During the Examination:

- The rule of **SILENCE** applies as soon as students are called into the Examination Room.
- All information and instructions relating to the examination will be explained before the exam starts.
- After the exam starts, students **are not allowed to ask for any assistance** with instructions or answers.
- To make a request, e.g. for continuation sheets, raise hand and wait for attention.
- To request the toilet, raise hand and wait. An invigilator must accompany students to the toilet area.
- Poor behaviour or failing to follow the guidelines above may result in a student's exam being cancelled. Any resulting re-sit will be completed in detention, and details saved to that student's database record.

ALL STUDENTS WILL REMAIN IN THE EXAM ROOM UNTIL THE SCHEDULED END OF THE EXAMINATION.

7. After the Examination:

Instructions will be given by the invigilators. If the examination finishes before the end of school, students will be directed to go **quickly** to normal lessons. Students must **not cause any disruption** around school at this time.

STUDENTS WILL NOT GO HOME OTHER THAN AT NORMAL TIMES