



YEAR 10 PRACTICE EXAMINATIONS

NOTES FOR PARENTS/CARERS AND STUDENTS

Practice Examinations will take place between Monday 20th and Friday 24th February, and the final timetable is attached. These exams provide important preparation for external exams and will, therefore, be run under exactly the same conditions.

If your son/daughter is unable to attend a practice exam, e.g. due to illness, please contact the Attendance Officer in the first instance, using the school's absence line – 01865 855378.

TIMING OF EXAMS

We have a very tight schedule to meet and **it is important that we start examinations on time**. A list of exam rooms will be displayed outside the Hall and Gym shortly, and formal seating plans will be displayed outside the Hall and Gym prior to each exam.

- Morning exams will start at **9.00am** and students should report to the allocated exam rooms at **8.45am**.
- The second morning session will start at either **11.20am or 11.30am** and students should report to the allocated exam rooms **15 minutes prior to the timetabled start time**.
- Afternoon exams will start at **2pm** and students should report to the allocated exam rooms at **1.50pm for a prompt start**.

Students with an extra time allowance will always be given a short break between exams.

STUDENT CODE OF CONDUCT

- **Full school uniform must be worn for examinations.**
- Bags will be left in either the Hall, or Gym Changing Rooms. **Blazer pockets must be empty** – please put contents into your bags before coming into the exam room, except for equipment required for the exam.

MOBILE PHONES / IPODS / MP3 / MP4 PLAYERS / SMARTWATCHES ARE PROHIBITED ITEMS IN EXTERNAL EXAMS. THEY MUST BE TURNED OFF AND LEFT IN BAGS, AND NOT BROUGHT INTO THE EXAM ROOM.

- You must enter the exam room in silence and sit in your allocated place.

- . You are responsible for providing your own equipment – black pens, rulers, pencils, erasers etc. are all necessary. Please bring required items in a clear pencil case or a clear plastic bag including a calculator if it is allowed in the exam. Please check in advance with your subject teacher if you are unsure about any equipment needed.
- . During the exam you must not communicate with other students either by talking, making eye contact or writing messages.
- . As with all school property, marking/writing/drawing on the test desks is vandalism and will not be tolerated. A charge of £20 will be made to students found defacing desks.
- . If you finish early you must sit in silence and not communicate with other students.
- . If you have a problem or need extra paper, you must put your hand up and wait for the invigilator to come to you.
- . At the end of the exam you are not allowed to talk until you have left the room.

It is essential that all students follow the above conduct during the exams. We must be very strict about conduct in preparation for future public examinations.