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High School**

Year 10 Mock Exams
Friday 21st June- Tuesday 2nd July



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Exam timetable

All exams, including the upcoming mock exams, will take place under formal exam conditions - there will be external invigilators facilitating the exams and all normal exam procedures will be followed.

You will all be issued with a personalized timetable listing:

- the dates
- times
- location for each of your exams **including your seat number.**

Read your timetable carefully – **being in the right place at the right time is your responsibility!**



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Before entering the exam room..

- Check your timetable- are you in the right venue?
- Check your seat number.
- Remove your watch and put in in your bag.
- Take off your coat/jacket. These must not be on the back of chairs in the exam room.
- **Switch off your mobile phone.**



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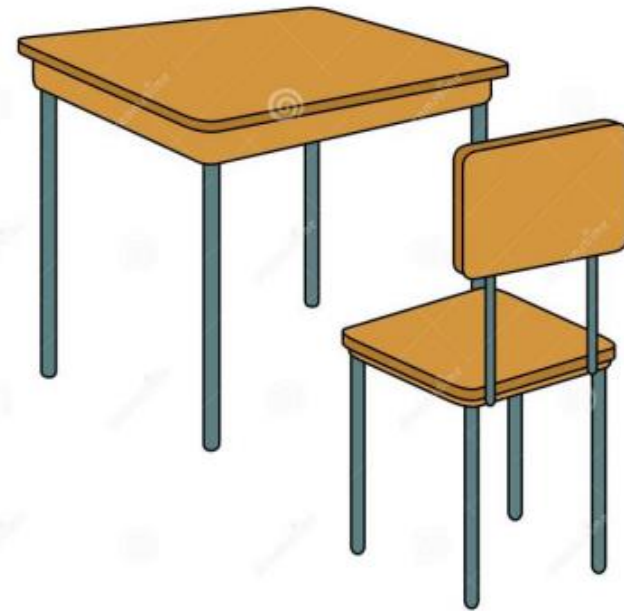
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Seating plan



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- You must sit in your allocated seat.
- This is on the attendance register for each exam.
- Copies of the seating plan will be outside each venue on the wall for you to **check before you enter.**



Resources



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- You will be given the resources you need for each exam.
- This includes a calculator and additional paper **if allowed.**

These must not be removed from the exam room.

- Bags and coats must be put in the designated area by the invigilator.

This is normally at the back of the exam room.



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Mobile phones, watches

- No mobile phones or watches are allowed in the exam venue.
 - Watches **must be removed** and mobile phones **must be switched off.**
 - Leave these in your bag at the back on the venue.
- Any student found with a mobile phone in the exam venue will be automatically disqualified.**



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Water bottles/drinks

- Only water bottles will be allowed into the exam room. These must have the label removed before you enter the room.
- - Fizzy drinks will not be allowed in the exam venue.

NO FOOD/CHEWING GUM IS TO BE CONSUMED DURING AN EXAM.



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Toilets



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-If you have a toilet pass you will be allowed to go to the toilet.

The invigilators will know who these students are.

-No toilet pass, no toilet during the exam.



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Behaviour and exam conduct

Once you enter the exam venue you must follow the examination conduct rules:

- Do not attempt to speak to any other student at any point during the exam.
- If you have a query, raise your hand and an invigilator will come over to speak to you.
- The invigilator cannot help you with the answers to any of the questions.**
- Only open the paper once you have been told to do so.
- Each exam finishes at a specific time. If you have finished before, you must remain in the exam venue until the end.
- Exam conditions must be continued until you leave the exam venue.
- Any student who does not follow the basic exam conduct rules will be removed from the exam and communication will be made to parents.**



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Tips for preparation



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Read your timetable.

Identify which subjects are first and how this might affect your revision timetable.

Check you have everything you need to support your revision and haven't left key materials in school.

Some students will have qualified for a smaller venue. The rules about this are very strict. Please check you know where these venues are in advance of the exam!

If you need help, ask!

We are here to help, but organisation is the key to managing stress and getting the most from these exams.



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Good luck!



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