



Castle Newnham School

TRADITIONAL VALUES, BRIGHT FUTURES, ONE JOURNEY

Candidate Mock Exam Handbook December 2023

Where will you take your exams?

Written timetabled exams will take place in the main sports hall, unless you are informed otherwise on your timetable or by the Exams Office.

Where will you sit in the exam room?

The Exams Office will allocate seating for exams and seat numbers will be on your **individual timetable**. Exam tables will be numbered in accordance with the seating plan. You should enter the exam room when invited by the invigilator and find your seat in silence. If you cannot find your seat please notify the invigilators by raising your hand.

How your identity is confirmed in the exam room

A card showing your photo, name, unique candidate number (UCI) and exam number will be placed on the exam table so it can be clearly seen by the invigilators. Senior members of school staff will be in the exam room prior to the start of the exams to assist with the identification of candidates.

Supervision during your exams and emergency instructions

Exams are supervised by a team of external invigilators employed and trained by the school.

You are expected to listen to and follow the instructions given by the invigilators at all times.

In the case of an emergency occurring during an exam you should remain silent, listen to and follow the instructions of the invigilators and bear in mind that you remain under exam conditions at all times until told otherwise, including during any necessary evacuation from the exam room.

Where will your personal belongings be stored during your exam?

All personal belongings such as bags and coats will be stored in the sports hall changing rooms or outside the Atlas rooms during exams. Any mobile phones; iPods; MP3/4 players or similar devices; any Air-Pods, Earbuds/earphones; any watches, may be stored in a box in the exam room for security and can be collected from there after the exam. Please ensure your devices are switched off or on silent before handing them in or storing in your bags.

Start and finish times

Morning exams start at 9.00am

Mid-morning exams start at 11.15am

Afternoon exams start at 2.00pm

Pupils need to be outside the exam room 10 minutes before the start of the exam.

What should you do if you arrive late for an exam?

If you are going to be late for your exam, you or your parent/carer should contact the school as soon as possible.

What equipment do you need to bring to your exams?

Exam papers should be completed in black ink.

The following are NOT to be used:

- Correcting pens/fluid/tape
- Erasable pens
- Highlighter pens in answers (although they may be used to highlight questions/words/phrases in the question paper/booklet or to highlight extracts in any resource material provided).
- Gel pens
- Blotting paper

All pencil cases MUST be see through.

Using calculators

You may use a calculator unless you are told otherwise.

The candidate is responsible for the following:

- Make sure it works properly; check that the batteries are working properly;
- Clear anything stored in it;
- Remove any parts such as cases, lids or covers which have printed instructions or formulae;
- Do not bring into the exam room any operating instructions or prepared programs.

Calculators must not be able to offer any of these facilities:

- Language translators;
- Symbolic algebra manipulation;
- Symbolic differentiation or integration;
- Communication with other machines or the internet;
- Access to pre-stored information. This includes:
 - Databanks
 - Dictionaries
 - Mathematical formulae
 - Text

Some calculators have an 'exam mode'. This is acceptable in examinations where the exam mode is activated and the exam mode results in the calculator becoming compliant with the above requirements.

Do not use a dictionary or computer spell checker unless you are told otherwise

A calculator must not be borrowed from another candidate during an examination.

What you should NOT bring into the exam room

Food is not permitted in the exam room.

Bottles of water (no other drinks) will be allowed but must be in see through bottles with no labels.

Mobile phones; iPods; MP3/4 players or similar devices; Air-Pods, earphones/earbuds; watches of any kind are NOT permitted in the exam room.

Any unauthorised items will be removed from the exam room by the invigilators.

Exam checklist for pupils

Before each exam, be sure to check:

- ☐ The date, time and location of the exam (particularly if it's in the morning or the afternoon).
- ☐ The equipment you need for the exam (pencils, black pens, ruler, calculator, maths set etc). Remember to bring it with you.
- ☐ That any case you have for your equipment is transparent.

If you are allowed to bring a calculator into the exam, check that:

- ☐ It is an approved model.
 - ☐ The batteries are working.
 - ☐ Anything stored on it is cleared.
 - ☐ Parts such as cases, lids or covers are removed.
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- ☐ If you have your watch, mobile phone or any web-enabled device, they are switched off and stored outside the exam room in line with the school's instructions.
 - ☐ Any water bottles are clear and all labels are removed.