



Please read this document carefully

Sitting mock exams is very important. It sets the standard for the GCSE exams you will sit at the end of Y11, it lets teachers know the areas that you are doing well in and the areas you need to improve on.

There are a number of rules and regulations that candidates need follow during real exams and we run our mock exams with these rules in place, this ensures that students are prepared for what is to come. These rules are set by the Awarding Bodies (the organisations that set exams), not by the school. However it is our job to enforce them. If there is anything you don't understand see the Exams Officer, Mrs Gardner. The Exams Office is opposite the medical room in C block

Exam entries and timetables

All candidates will receive a Mock Exams Timetable. Candidates should check their timetable carefully and frequently during the exam period. There are 2 main exam sessions per day – starting at the beginning of P1 and P5, on a couple of days there are mid morning exams starting at the beginning of P3 and P4 . Appointments, such as the dentists or opticians, must be arranged with the exam timetable in mind. If you have an existing appointment that you don't think can be rearranged let the Exams Officer know ASAP.

Food and Drink

You are allowed to bring ONLY WATER into the exam room. It must be in a clear plastic bottle with any labels removed. The bottle must not be coloured (i.e. not a see-through green bottle). If your bottle does not meet these requirements it will be confiscated.

No food is allowed in the exam room.

General valuables, Bags, Books, Notes, Watches, AirPods etc

Upon entering the Main Hall student belongings must be placed under their chair. You are not allowed to have any notes, watches, AirPods, phones on your person during exams. We recommend that you leave unauthorised items in your bag turned off. If you forget to leave these in your bag there will be an opportunity to hand these in to an invigilator.

Toilet Breaks

As a rule toilet breaks are not permitted within the first 45 minutes of the exams start. If you do require the toilet you will have to wait for a member of staff to take you. Therefore we strongly advise candidates to use the toilet prior to the start of an exam.

Stationery and Equipment

Candidates need to bring their own equipment into the exam, it should be in a clear pencil case, calculator cases must be removed and a black biro must be used. Other equipment will be required for exams such as Maths; protractors, pencils and a rubber. Highlighters can be use on exams questions.

Lining up for Exams

Morning Exams (P1)

Candidates must register as normal and tutors will dismiss candidates by 8.45am. Candidates must then make their way to the playground and start lining up for the exam in their subject class groups.

Mid-Morning Exams (P3-4)

Candidates must start lining up outside on the playground as soon as the bell goes to signal the end of break/ lesson. Candidates will usually be asked to line up for the exam in their subject class groups.

Afternoon Exams (P5)

Candidates must start lining up on the playground as soon as the bell goes to signal the end of lunch. The quicker candidates line up the sooner we can start the exam and the less likely we are to overrun the school day. Candidates will usually be asked to line up for the exam in their subject class groups.

Exam Behaviour

Exam conditions start as soon as you enter the exam room and do not finish until you leave it. Once seated candidates must keep looking towards the front of the exam room. Do not look around or make sideways glances. An invigilator or a senior member of staff will read out a series of instructions and warnings before starting the exam. You will hear these at the start of every exam, but please listen carefully as different exams have different instructions.

If you need any assistance, put your hand up clearly and wait for an invigilator to come to you, do not shout or call out to get attention. If you need to leave the exam room you must be escorted at all times.

Candidates must stay for the full duration of the exam.

Finishing exams

When the invigilator ends the exam you **MUST** stop writing. It is often at this point that candidates break the exam rules - all instances will be reported to the Awarding Body. The invigilators will then collect all the completed exam papers. You should hand your paper to the invigilator in order to speed up the process.

Candidates must not get up or leave the room until they have been told to do so, usually in rows. When you are retrieving your belongings you must do so in a silent and orderly manner, especially on the occasions when other candidates are still working.

Suspected Malpractice and Suspected Cheating

If you are found to have cheated in your mock exams, or have broken the exam regulations in any other way, it will be dealt with internally by the school. However, it is important for you to understand that during your real exams, the school **MUST** report any instances of wrongdoing to the Awarding Body. Therefore you must be aware of the relevant rules and regulations, and abide by them during your mocks.

In real exams when there is a suspected case of malpractice the school must investigate and reprimand the candidate accordingly. However the school has no say in the level of **official penalty**. The school's job is to gather evidence and submit it to the relevant awarding body who decide the penalty.

A common misconception is that malpractice or cheating only applies when a candidate is intentionally trying to break the rules in order to cheat. However malpractice is doing anything against the regulations, such as:

- Having possession of a mobile phone or smartwatch, even if you haven't used it
- Your mobile phone or smartwatch going off in the exam room, even if you have handed it in
- Having access to, or using, unauthorised aids such as notes, study guides, etc...
- Communicating with other candidates in the exam room, even before and after the exam
- Copying from other candidates
- Not following instructions from staff

Below are two examples of malpractice, without any malicious intent, that would have to be reported by the school in a real exam:

Suspected Malpractice concerning a mobile phone

A girl has put her mobile phone in her pocket on airplane mode, in order to keep track of the time. The invigilator notices that she keeps looking in her pocket and confronts the candidate, who admits she has her phone in her pocket. The phone is confiscated for the remainder of the exam and the incident is reported to the relevant Awarding Body.

Suspected Malpractice concerning behaviour

At the end of the exam two friends are dismissed from the exam at the same time. As they are walking to retrieve their bags they start whispering about something that happened last night, which is overheard by an invigilator. The incident is reported to the relevant Awarding Body.

The most common penalty for malpractice is disqualification from the exam the candidate was sitting when it occurred. However a serious case of malpractice could result in a candidate being barred from undertaking qualifications with all awarding bodies for up to five years (including the taking of A Levels and BTECs). An example list of JCQ malpractice penalties can be found on the exams section of our website. Ignorance is no defence!

Access Arrangements (AA)

Some candidates are entitled 'Access Arrangements'. These are long standing arrangements, which reflect a student's normal way of working, and cannot be approved at the last minute. Most candidates who qualify for AA will not usually sit in the Main Hall and will receive an email detailing their exam room venue.