



Exam Procedures and Rules

Each of you will have been issued with your own personal Examination Timetable.

Please take note of:

- The date
- The start time – **You MUST arrive 15 minutes before the start of each exam.**
- Room
- Seat Number

These are also available on Insight .

Individual Candidate Timetable

Season : Summer Mocks 2017

Centre Number : 51515

Name :

Year :

Candidate Number :

Reg Group :

UCI :

ULN :

Date	Start Time	Board	Level	Element Code	Element Title	Component Code	Component Title	Duration	Room	Seat
Thu 29 Jun	1:55PM	DOM	GCSE/FC	Yr8ENG	English Year 8	Yr8ENG	Year 8 English	0h 45m	Sports hall	D1
Thu 06 Jul	11:30AM	DOM	GCSE/FC	8MA1F	Year 8 Mathematics - Paper 1 Non-	8MA1F	Year 8 Mathematics - Paper 1 Non-Calculator F	1h 00m	Sports hall	Q4
Mon 10 Jul	9:00AM	DOM	GCSE/FC	Yr8SCI	Science Year 8	Yr8SCI	Year 8 Science	1h 30m	Sports hall	D1

This is your Summer Mock Examination Timetable. Please do not lose it and see Mrs Dance if you have any questions.

Committed to Achievement



Exam Procedures and Rules

The following rules, which are printed on the back of your timetables, are extremely important. Please make sure you read and follow them.

April/May 2018 Mocks

This is your individual timetable with the exact date, time and seat number for each exam. You are **not** permitted to bring this document to your exam desk. Please leave it in your school bag.

Important Notes:

Bring the correct equipment to every exam.

- Your exam timetable so you know your seat number
- **At least 2 BLACK pens, pencils, rubber, ruler, calculator, protractor and compass. These must be in a clear pencil case or clear plastic bag. Calculators must be taken out of their cases. Calculator lids are not allowed in the exam room.**
- You may bring a bottle of **water** into the exam room in a clear, unmarked bottle and no bigger than **500ml**.

You **must** arrive 15 minutes before the start of your examinations.

You must not:

- sit an examination in the name of another candidate;
- have in your possession any unauthorised material or equipment which might give you an unfair advantage;
- become involved in any unfair or dishonest practice in any part of the examination;
- talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
- Leave your mobile phone in your school bag. It must be handed in along with any memory storage watches.

Possession of a mobile phone, iPod, Smartwatch, data storage watch or any other unauthorised material is breaking the rules and can result in possible disqualification, even if you do not intend to use it.

Your watch must be removed from your wrist and placed on the desk.

You must follow the instructions of the invigilator.

If you are in any doubt speak to the invigilator.

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Exam Room and Procedures



There will be a copy of the Seating Plan displayed in the window of the Leisure Centre.



Line up silently in the correct row.

Make sure that:

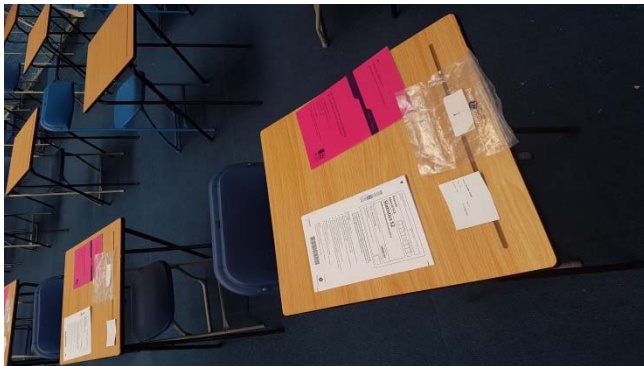
- Your phone is out and switched off
- Your equipment is out of your bag
- Your water bottle (500ml) is clear and has no label.



Exam Room and Procedures



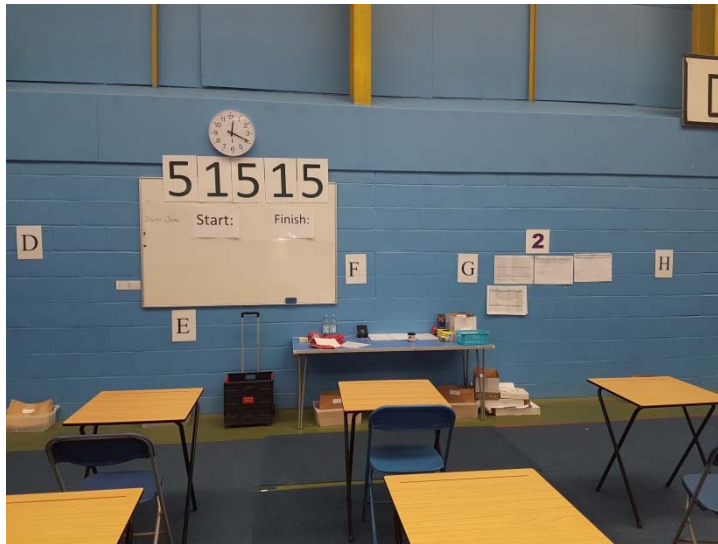
You enter the Sportshall in silence. Please put your bags along the climbing wall and make your way to your seat along the front of the hall.



Please put your mobile phone in the phone bag on the desk and an Invigilator will collect it.



Exam Room and Procedures



- Please make sure you go to the toilet before the start of your exam.
- Toilet breaks are only permitted if you have a medical reason.
- You must not communicate with anyone other than the Invigilators or Mrs Dance.
- The following is considered communicating:
 1. Talking
 2. Turning around
 3. Laughing
 4. Looking around
 5. Hand signals



Exam Procedures and Equipment

You Must bring the following equipment to each exam in a clear pencil case or plastic bag.

ESSENTIAL EXAM EQUIPMENT



Students **MUST** have **2** Pens, **2** Pencils, Rubber, Ruler, Sharpener, Compass, Protractor and Scientific Calculator in a clear pencil case or plastic bag.

You are allowed to bring water into the exam hall but the bottle must be clear, no bigger than **500ml** and the label must be removed.

