

Examination Protocol Year 13 Mocks 2019

Timings

Students who are sitting an examination should arrive at the covered way at the following times:-

Session 1: 8:35am (exams will begin at 8:45am)

Session 2: 11:05am (exams will begin at 11:15am)

Session 3: 1:35pm (exams will begin at 1:45pm)

Before arriving for your exam you must have already done the following

- Turned off any mobile phone (not just on silent) and put them away in bags;
- Removed coats and packed them away in bags;
- Removed everything from your pockets and pack any items away in bags;
- Checked the content of see-through pencil case and remove any bits of paper;
- If you do not have a pencil case, you will need to hold your stationery in your hands;
- Removed calculator lid;
- Ensured drinks bottles are clear and any labels have been removed;
- Take off your watch and store it in your bag;
- Take of any lanyards or i.d bracelets and store in your bag;
- Ensured you have all the correct equipment for the exam you are sitting;
- Leave bags in safe place – Beckie’s office is available for storage in the Sixth Form.

Lining Up

Students should meet by the external door of the New Hall on the left hand side and get into alphabetical order. If it is raining you will be able to wait under cover.

Once inside, all students should remain silent and facing the front at all times until after the exam has finished and you have left the building. This includes walking into and out of the exam – no speaking or turning around inside the building. Students are only allowed to look towards the front of the hall or exam paper.

Help!

If a student needs the toilet, feels sick or needs assistance, they should raise their hand and someone will come and help them. Students cannot be helped with reading or understanding the questions but if they are unsure of what to do, they should raise their hand and ask an invigilator. If another student is annoying or distracting them in any way, they should also raise their hand and wait for assistance.

Students who will not be in the main exams hall

Students who will be sitting their exam elsewhere should meet Beckie or another member of the Sixth Form team at your allocated rooming.

At the end of the exam

Please remain silent until you are outside in the fresh air and keep moving so you do not block the doorway. There will probably be students still sitting exams in the area so quietly move away from the area and obey the signage.