



Leventhorpe
a business and enterprise academy

Mock Examinations
Handbook

7th - 18th December 2020

School Examination Centre number - 17251

Examinations' Officer
Mrs J Creagh

Tel: 01279 **603119**

Purpose of this booklet

This booklet is your helpful guide to support you through your mock examinations. It has all the information that you will need.

Please read through the booklet carefully and if you are unsure about anything speak to the Examinations Officer (Mrs Creagh), your Form Tutor or Head of Year.

Examination times

Morning exam - 8.45am

Mid-morning exam – 11.30am

Afternoon exam – 2.00pm



Please check the times of your exams carefully, as some students might have exams that start slightly earlier than the scheduled times (above). Make sure you arrive at school at least **15 minutes before** the start of your exam.

Mobile phone/MP3 players/iPods/ and any watches

Mobile phones / MP3 players / IPODS/ and Watches are NOT ALLOWED in your possession in the exam hall/room. We recommend you leave these items at home.

When sitting an exam in the **Sports Hall** all of these items MUST be handed in to the invigilators before you enter the hall.

You will be given a numbered card in exchange for your phone that you will need to keep in order to retrieve your phone at the end of your exam.

We recommend you leave these items at home, however, if you bring them to school you will need to arrive 30 mins before your exam to hand these items in. They will not be accepted within 15 mins of your exam start time. At this point you will need to keep them in your bag.

When sitting an exam in a **classroom** these items will be collected once you are seated. Put your phone/watch etc into the wallet on your desk. Do not leave in silent mode.

The numbered wallets will be collected by an invigilator at the start of the exam and returned to you at the end. Ensure you keep the numbered card (found inside the wallet) when it is collected, and return this to the wallet once your phone has been returned.

Please make sure all devices have been SWITCHED OFF COMPLETELY before handing them in.

It is recommended that you **DO NOT** bring mobile phones, MP3 players, iPods or digital watches into school on your exam days.



Illness/Emergency

If you are ill or there is a serious emergency on the day of an examination you, or your parent/carer, must telephone the main school reception and Speak to a receptionist who will relay a message to Mrs Creagh. Please ensure you speak to someone and **DO NOT** leave an answer phone message.

01279 836633

If you are ill and miss an exam, please ensure Mrs Creagh is aware. Your exam may be rescheduled or you might need to complete the exam at a time that is convenient for the subject teacher (please note this could mean staying after-school).

Your exam timetable

You need to check your exam timetable carefully. It shows all the examinations you are entered for and the dates, times and seat numbers. This is a very important document – **make a copy or keep it safe.**

- Check your entries very carefully. Make sure every subject you are taking is listed. The only exceptions to this are I-Media and BTEC Enterprise. **If there is a subject which is not listed please check with your subject teacher or see Ms Creagh.**
- Look at the **dates** and times of your examinations and check whether they are in the morning, mid-morning or the afternoon exam session. Where it states “Not Defined” or “As Advised” this is a part of the exam for which your teacher tells you the date i.e. coursework or practical/oral exams.

You can double check the time and place of your examination on the Examination Board which is located in the dining hall. Lists of rooms and seat numbers will be available for the next day at the end of each exam day.

Make sure you know the rules

- You **must** be on time for all examinations. If you are late, your work may not be accepted.
- You **must** come to school in correct school uniform. In extreme cases, you may be sent home to change or may not be allowed to sit the exam.
- You must not become involved in any unfair or dishonest practice in any part of the examination.
- You may take into the examination room **only** the materials and equipment which are allowed.
- You **must not** take into the examination room any unauthorised materials or equipment (for example: calculator cases/instruction leaflets, bags, non-transparent pencil cases).
- Electronic devices and all watches **must** be handed in.

- You **must not** talk to, otherwise communicate with, or disturb other candidates once you enter the exam hall.
- If you break the rules in any way, you may be disqualified and won't get any marks for that paper.

Make sure you attend

- Know the **dates and times** of your examinations and arrive at least fifteen minutes before the start of each examination.
- If you arrive late for an examination, report to Mrs Creagh immediately. Do NOT walk into the exam room, wait outside. You can still sit the examination.
- If you arrive after an examination has ended, you will not normally be permitted to sit the exam.

Be prepared and have what you need

- Leave outside the examination room, or with the invigilator(s), anything that you do not need or which is not allowed. Make sure your pockets are empty.
- Take into the examination room the pens, pencils, rubbers, rulers and any instruments that you will need for the examination.
- **Only see through pencil cases are allowed.**
- You must write in **black ink**.
- Coloured pencils or inks may be used only for diagrams, maps, charts, etc.
- You may not borrow anything from another candidate during the examination.
- You must not use correction fluid or correction pens.
- Highlighters may be used to highlight details on the question paper, but **MUST NOT be used in your answers.**
- You must strike through any amendments with your pen.

Calculators, dictionaries and electronic devices

You may use a calculator **only** when specifically allowed in the exam and you need to ensure:

- ✓ It is the correct type of calculator (see your Maths teacher for further information).
- ✓ The battery is working properly.
- ✓ You clear anything stored in the memory.
- ✓ You do not bring into the examination room any operating instructions.
- ✓ The calculator cover is removed and left in your bag before entering the exam room.
- ✓ You must not use a dictionary or computer spell-checker.
- ✓ **You MUST either leave the lid to your calculator in your bag or hand it in with your phone.**

Food and Drink

- No food is allowed in examinations. **Water only** is permitted and you must make sure that all labels are removed and the bottle put under your desk.

Before entering the examination hall/room

- Hand in your phone to be stored securely with the invigilation team.
- Masks should be removed and left in your bags outside the hall. If you wish to wear a mask throughout the exam this should remain on for the entire duration of the exam.
- Check the seating plan to know where you are sitting.
- Ensure you have emptied your pockets and have all the equipment you need for the exam including your student I.D.
- Line up in your seating row outside the sports hall.
- Leave all bags and coats in the sports hall foyer.

In the examination hall/room

- Enter the hall in silence, sit down and place **your student I.D card on your desk** (this card is extremely important as examination staff need to see it to identify you).
- On your desk you will see a small coloured label. This should state your name, the exam you are sitting and your exam/candidate number.
- Listen carefully to the Invigilator(s) and follow their instructions. Raise your hand if you have any questions or problems.
- Put your hand up and tell the Invigilator **immediately** if you think you have been given the wrong exam question paper, are missing necessary equipment/resources, or if your question paper is incomplete or badly printed.
- Carefully read the instructions printed on the question paper and/or answer booklet.
- Fill in the details on the front of the question/answer paper **only** when you are told to do so. **Write your full legal name, do not use an abbreviation.** You may be asked to write your teachers name on the front. Write the school examination centre number **17251**.
- Do any rough work on your answer booklet. Cross it through and hand it in with your answers. No rough paper is allowed.
- If you have a problem put your hand up for assistance **but** you must not ask for, and will not be given, any explanation of the questions.
- Toilet breaks are very disruptive to others and will only be given in cases of extreme need and no extra time is given.
- **There will be no 5 minute warnings at the end of the exam.**

UNDER NO CIRCUMSTANCES MUST YOU DEFACE YOUR EXAM SCRIPT OR CANDIDATE LABEL.

This includes graffiti, doodling or writing notes/appeals to the examiner – your work may not be marked if you do this.

A BLANK PAGE MUST REMAIN BLANK.

The end of the examination

- You will not be allowed to leave the exam room, even if you have finished, until the published finishing time of the exam.
- You **must** stop writing immediately when told to do so.
- If you have used more than one answer booklet or any loose sheets, you must place them in the correct order and place them in your answer booklet. Ensure all sheets have your name, candidate number, centre number and question number.
- The invigilators will collect your exam papers before you leave the room and **you must remain silent**. You are under exam conditions until you leave the **building** and the invigilators will tell you when you may go. Other exams may still be continuing in other rooms in the Sports Centre.
- **You must not take from the exam room** any examination stationery, used, unused, rough work, or any other materials provided for the examination.

COVID related procedures

- You have the option to wear a mask during the exam, if you choose not to, your mask must be removed before entering the hall.
- All students **MUST** sanitise their hands before entering the hall. You should do this as you are called into the foyer area/room to start the exam.
- You should maintain your distance between you and your peers when entering and exiting the exam room.
- You should sanitise your hands before leaving.
- If you have any Covid related symptoms (temperature, dry cough, loss of smell/taste) you should not come into school, you should contact Mrs Creagh at the earliest opportunity.

JCQ Exam Regulations

It is **your responsibility** to read the exam boards' '*NO Mobile Phone*' poster and A '*Warning to Candidate*' poster. These regulations will be displayed inside and outside every exam room, they can also be found on the school website.

