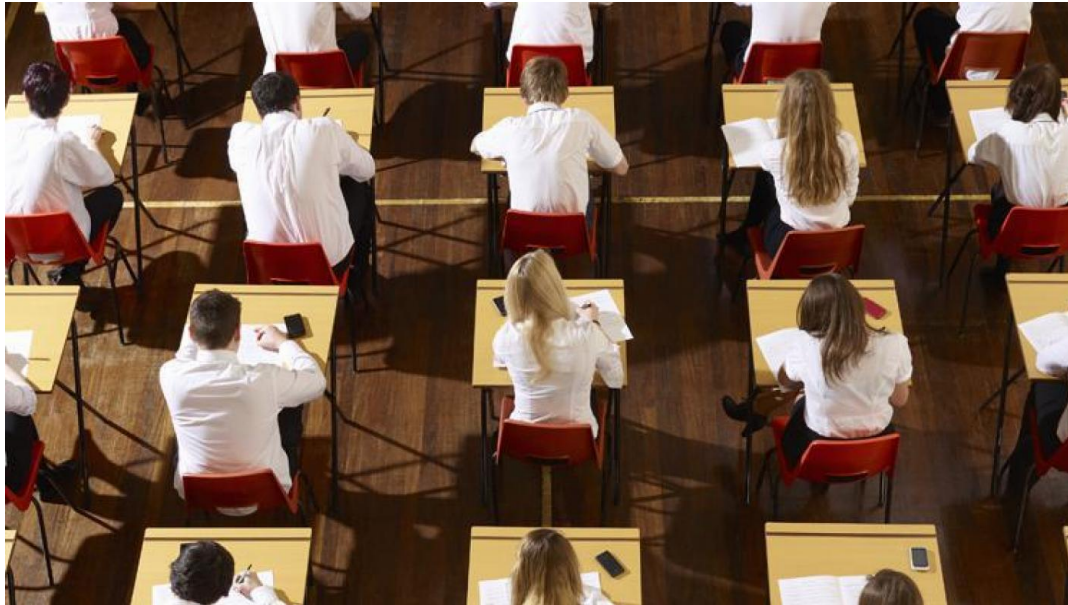


YEAR 11 EXAMS



NON-EXAMINED ASSESSMENTS (NEA)

- A calendar of dates
 - Internal Appeals Procedure
- Both of these will be emailed out today
- Google form - confirmation of mark, **MUST** be completed

HGS WEBSITE

Please look at this, lots of information about exams and JCQ documents are on there



Information for Candidates - Coursework Assessment 2022	PDF	↓
Information for Candidates - Non-examined Assessments 2022	PDF	↓
Information for Candidates - On-screen Examinations 2022	PDF	↓
Information for Candidates - Privacy Notice 21-22	PDF	↓
Information for Candidates - Results Guidance 2022	PDF	↓
Information for Candidates - Social Media 2022	PDF	↓
Information for Candidates - Unauthorised Materials 2022	PDF	↓
Information for Candidates - Warning to Candidates 2022 2022	PDF	↓
Information for Candidates - Written Examinations 2022	PDF	↓
JCQ - Preparing to Sit Your Exams	PDF	↓

IN THE HIGHLY UNLIKELY EVENT
THAT EXAMS ARE CANCELLED IN
SUMMER 2023 YOUR
PERFORMANCE IN THE MOCK
EXAMS WOULD BE USED AS PART
OF EVIDENCE TO DETERMINE A
GRADE

INSTRUCTIONS FOR CANDIDATES

<https://www.youtube.com/watch?v=VSu9cKXlwHk>



YEAR 11 MOCK EXAMS

25TH NOVEMBER – 9TH DECEMBER

TIMETABLES

- Individual timetables will be emailed out today
- Your responsibility to check the exam entries are correct and tiers for science, Maths, French and Spanish are as you expect
- French and Spanish speaking exams are taking place **22 – 25 November**, they are NOT shown on your individual timetable, you will be informed by your teacher your allocated day, time and venue
- Check your personal details, these will be used in the public exams
- Some exams may go past 3:30pm. It is **your** responsibility to check the finishing times. If you need to catch a bus please come and speak to me **BEFORE** the exams start on 25th November

SEATING PLANS

- These will be in Google classrooms in your tutor group area
- Morning exams start at 9am, please stay in your tutor room after you have been registered. Your tutor will tell you when to go to the exam venue
- Afternoon exams start at 1.30pm, please go to the exam room at 1.20pm unless it is the whole of year 11, then you will go to your form room for 1.15pm and wait to be collected

ACCESS ARRANGEMENTS

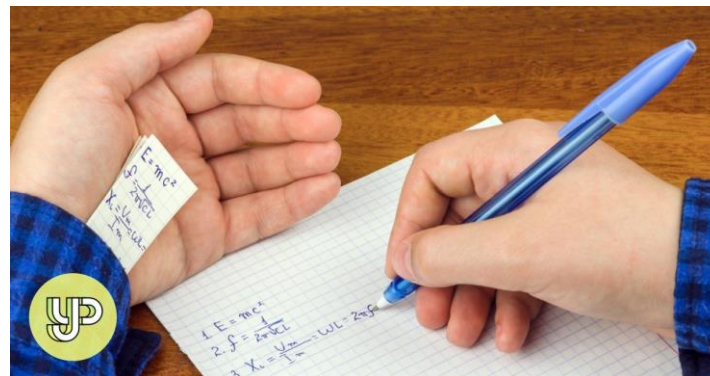
- Use the access arrangements you have been given or you risk them being removed – these include extra time, reader, rest breaks to name just a few
- You must complete the AA (access arrangement) form which will be on your desk, stating what AA you have used during every mock exam you sit
- Failure to complete the form may result in your AA being withdrawn as we require evidence to show JCQ Inspectors

ACCESS ARRANGEMENTS (contd)

- The invigilators will know of your access arrangements to support you during the exam
- If you have extra time you will be in the main hall.
- If you are unsure if you have any access arrangements speak to Exam Staff **BEFORE** the exams start

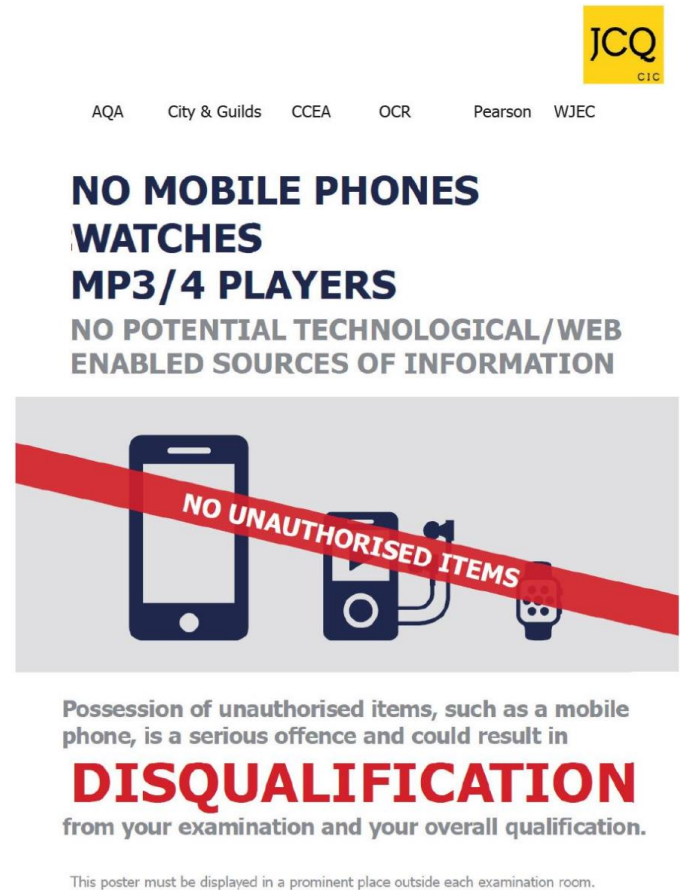
UNAUTHORISED MATERIAL IN THE EXAM ROOM

It will be considered malpractice if you have access to any unauthorised materials in the exam room



UNAUTHORISED MATERIAL IN THE EXAM ROOM

- No phones, iPods, MP players, Smartwatches – if you find you have brought one of these items in to the exam room put your hand up and inform an invigilator. You will be asked to go and put the item in your locker
- No drinks bottles with any logo or writing on, it must be a clear plastic bottle
- No erasable pens



AQA City & Guilds CCEA OCR Pearson WJEC

**NO MOBILE PHONES
WATCHES
MP3/4 PLAYERS**

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**

NO UNAUTHORISED ITEMS

Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

UNAUTHORISED MATERIAL IN THE EXAM ROOM DURING A PUBLIC EXAM

- IF A MOBILE PHONE, PAGER, IPOD, SMART WATCH, OR OTHER ELECTRONIC COMMUNICATION DEVICE IS FOUND IN YOUR POSSESSION DURING AN EXAM, EVEN IF IT IS TURNED OFF, THE DEVICE WILL BE TAKEN FROM YOU AND A REPORT MADE TO THE APPROPRIATE EXAM BOARD.
- NO EXCEPTIONS WILL BE MADE.
- MINIMUM PENALTIES IMPOSED BY THE EXAM BOARDS ARE AS FOLLOWS (WITHOUT EXCEPTION).
- Device found on you and turned ON: disqualification from entire subject award.
 - Device found on you and turned OFF: disqualification from that component.

CONDUCT



- Silence on entering the exam room
- If you need to ask a question put your hand up and an invigilator will come to you
- No looking around, face front at all times
- No food allowed (unless you have a special requirement that the Exams Officer knows about)

GENERAL INFORMATION

- No wrist watches are allowed in the exam room – the invigilators will ask you to check before the exam starts
- No writing on your hands
- No bags or coats allowed in the exam room, they must go in your lockers

GENERAL INFORMATION contd.

- Use the toilet before entering the exam room
- No calculator lids
- Clear plastic pencil case
- You will not be permitted to leave until the scheduled finish time



GENERAL INFORMATION contd.

- Black pens ONLY, no gel pens, erasable pens or correcting fluid
- Highlighters can be used on the questions but not on your answers
- Bring spare equipment – pens, rubbers, ruler, pencils, sharpeners
- Make sure you have a working calculator with you

GENERAL INFORMATION contd.

- Desk label showing your name and the paper you are sitting – check you have been given the correct paper – mistakes happen
- Any additional materials eg formula booklet, text books, if you think you should have these **ASK**. It is too late once the exam has finished
- No paper for rough work, all workings to be shown in answer booklet

GENERAL INFORMATION contd.

- Student Exams Booklet – READ IT!

It will be on our school website by the end of today. The Handbook contains lots of information about the exams, including procedures, policies, appeals, JCQ regulations, which you should read



JOINT COUNCIL FOR QUALIFICATIONS



- Joint Council for Qualifications regulate all our public exams, as a school we **MUST** follow all their rules and regulations
- Our mock exams follow the same rules and regulations

EXAMS TEAM

- Any problems please come and see us; Mrs Emmings or Mrs Pargeter sooner rather than later – remember our office is near the hall, next to M7
- On the morning of the exams we are very busy, but if a problem has occurred we will try our best to help with any unforeseen situation that has arisen

MOCK EXAM RESULTS

- These will be given out to you on 10th January 2023 – venue tbc
- They will be in the style of when you receive your public exam results

PUBLIC EXAMS

- GCSE Exams run from 15th May to 21th June
- Wednesday 28th June , this is a contingency day for GCSE and GCE exams should sustained national or local disruption arise during the June 2023 examination season – all students need to be available up to and including this day

AND FINALLY

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<https://www.youtube.com/watch?v=yBA0C029JLw>