



Year 11 trial exam briefing

Monday 4 December -
Wednesday 20 December

Be prepared for your exam



Have your individual timetable with you every day

- E-mailed to you on Friday 17 November
- Paper copy via form tutors this week
- **Know when your exams are (day AND start time)**
- **Know which room you are in**
Exams take place in the Conference Centre, Main Hall, Sports Hall, Function Room, IT rooms, Meeting rooms, offices and even some classrooms
- **Know your seat number**

Study leave



- **Monday 4 December & Tuesday 5 December**
 - All students in school.
 - Either in normal lesson or Art, Art Textiles or Food exam.
- **From Wednesday 6 December you are on study leave**
 - You only need to be in school for your exams.
 - You must arrive at your exam room 15 minutes before the exam starts.
 - You can revise in school if you prefer/need to wait for transport.
 - 8:20am - 8:55am you will go to Cafe 6
 - During lesson time you will work in a supervised revision room. The revision room rota will be shared on Google Classroom.
- **We will cancel your study leave if**
 - You are late / miss an exam because you are not organised.
 - You do not follow the exam rules or the school rules.
 - You are behind on any of your NEA (you & parents/carers will be informed about 1 week before exams)

Be on time and ready for your exam



- Arrive at **your** exam room 15 minutes before the exam starts.
- The first exam **starts** at **8:45am** - arrive at exam room by 8:30am. There is no registration.
- If you are in the Function Room, go straight up and get yourself organised in the area just outside the room.
- Note timings for exams after break and after lunch – be at the exam room **15 minutes before the exam starts. No excuses.**

We will not hold buses so exams cannot go on longer than planned. If you are late, you will lose exam time or miss your bus.

- Bags
 - For exams in the Sports Hall you will usually leave them in the Sports Hall.
 - In other rooms, the invigilator will tell you where to leave your bag.
- Go to the toilet before the exam – toilet breaks are disruptive during exams and you lose time (except medical reasons)

No-one will be allowed to go the toilet in the last 15 minutes of an exam

Trial exam regulations



- Bring all equipment for your exams.
 - Pens, pencils, ruler, rubber, highlighter, calculator, protractor, pair of compasses. Bring **all** equipment to **all** exams - then you can't forget anything!
- Write in **black** ink. Pencils for diagrams.
- Only clear pencil cases.
- No calculator lids - put them in your bag
- Only clear water bottles - labels must be removed.
- **No** subject notes on your person - put them in your bag
- **No** electronic equipment (mobile phones, smart watches etc) on your person - turn them off, put them in your bag
- **No** watches are permitted on your person - put them in your bag
- Long hair should be tied back (to check for earphones)

Trial exam regulations



- Always listen to the invigilator and follow instructions.
- Do not talk or try to communicate with, or disturb other candidates once you enter the exam room.
- Read the instructions on the question paper.
- Fill in all the details required on the front of the question paper and on any additional answer sheets that you use.
 - Remember, all exam papers need naming! **Forename** and **Surname**
 - You do not need to learn your candidate number or centre number yet.
- Tell the invigilator at once:
 - If you think you have been given the wrong question paper or are missing any of the materials listed on the front of the paper;
 - If the question paper is incomplete or badly printed.
- Write your answers within the designated sections of the answer booklet. If you need additional space to write an answer / do rough work you must ask for extra paper.

The end of the exam and clashes



- When you are dismissed, leave the exam room and the surrounding area in **silence** – be respectful of others.
- Unless it is break or lunchtime, go to a revision room or leave the school site.
- If you have an exam clash
 - One exam will be moved earlier/later in the day
 - You will be supervised between exams
 - Make sure you have revision with you - paper not electronic
 - Bring snacks / drink
 - You will be escorted to the canteen at lunchtime

School rules

- School rules apply at all times.
- Full school uniform must be worn.
 - Bring **your school jumper** as it can be cold first thing in the SPH. No hoodies.
 - Normal jewellery/make up rules apply.
 - Rules regarding school shoes still apply.
- Parents / carers will be informed of any poor behaviour.
- Any suspicions of malpractice (cheating) will be investigated and a formal report added to your school file.



Absence and lateness

- If you will be unavoidably late for an exam or are absolutely unable to attend an exam you must contact the school immediately.
- If you miss an exam for a legitimate reason, it will be rescheduled. The timetable has catch-up sessions and you have gaps in your timetable. Check your e-mail regularly so you know when it will take place.

Access Arrangements



- You must ask if you are not sure about your access arrangements. They are already in place and will be reflected in your individual timetable.
- If you have extra time, your exams probably start earlier than those in the Sports Hall – be on time. Use green pen for the additional time used.
- Make sure you know what time your exam finishes (there may be lots of finish times written on the board).
- If you use a laptop, you must save regularly; this is your responsibility. You will not be able to use spelling and grammar checks.



Why do we have trial exams

- You need to know what you do know, and what you don't know.
- You need to make sure your revision methods work.
- You need to learn how to revise effectively during study leave.
- You need to learn to be organised so you are at your exams on time during study leave.
- You need to familiarise yourself with being in formal exam rooms.
- You need to know what you need to do between January and May.

Work hard
Good luck