

YEAR 12 - GUIDELINES FOR MOCK EXAMINATIONS, 2018
8th-19th January 2018

- 1 Full attendance at school is vital up to and including 5 January. No absence for revision purposes should be taken.
- 2 Ensure you know exactly when each of your exams is to take place. Put up a copy of your timetable in a prominent place at home and keep checking it. The hall will open for the morning session at 8.55am and the afternoon session at 1.25pm.
- 3 Arrive in good time for each exam. Be at the door opposite L3 by 8.50am/1.20pm. Leave all bags, notes, coats, mobile phones etc in your locker.
- 4 When you enter the exam room go to your seat quietly. Seats will be allocated on a daily basis according to subjects being taken. **There should be no talking in the exam room or in the area immediately outside it afterwards, as other exams may still be in progress.**
- 5 You are to stay for the full length of each exam. In the unlikely event of you becoming unwell during an exam, let one of the supervising staff know immediately.
- 6 If you are too unwell to come in to school for an exam:
 - Inform the School by telephone immediately (Phone 91475340).
 - On return to School, make immediate arrangements to reschedule the missed exam(s).
- 7 You are not required to come to school on a morning and/or an afternoon when you have no exam.
- 8 You may leave school between a morning and afternoon exam or you may stay in school to revise. You may use the Library if there is space available.
- 9 **Mobile phones should not be brought into the examination room.**
- 10 **Correction fluids such as Tippex should not be used. Pencil cases should be clear plastic only.**
- 11 Any pupil who has any work or controlled assessment outstanding may be asked to complete it in School during the exam period.