

Instructions for pupils for GCSE Mock Examinations 2018

Registration will take place in form rooms in the morning as usual.

Get into the habit of checking the exam notice board (located near the hall/career office) each morning for any up to date information and the seating plan.

You should come down to the exam hall at 8:45 a.m. once registration is complete.

If you have an examination in the afternoon, you should go straight to the exam room at 12:45pm.

You should go to your timetabled classrooms for lessons/revision between examinations. You should bring sufficient revision books with you each day.

You should arrange to put any bags or belongings in your locker. No bags will be allowed into the exam room.

Mobile phones, iPods, or any electronic device that stores data must not be taken into the exam room. If you are found to have an unauthorised device with you in the exam room, your exam paper will be cancelled and you will receive a mark of 0.

If you wear a watch you will be asked to remove it and put it on your desk so the invigilators can see it.

Pencil cases should be clear plastic.

Calculator lids should be left in bags or put on the floor underneath your desk.

Please ensure you have all the equipment you need for your examination before you go into the examination hall to enable the examinations to start promptly.

If you are bringing water into the examination hall you should do so in bottles that are completely clear, with pull up tops to avoid spilling and there should not be any labels on them.

You should use BLACK ink only.

Do not use correcting/erasing fluid of any sort. Errors should be crossed out. Highlighter pens are also prohibited on answer sections.

Whilst in the exam room (inclusive of entering and exiting) you must be in **complete silence**.

Miss McDonald

Examinations Officer

07/11/2018