

Nov Mock 2023 Essentials

Equipment

Please ensure your child has the correct equipment for the exams, brought in a clear pencil case or clear plastic bag.

- Black pens (not gel)
- Pencils
- Ruler, marked in cm & mm
- Eraser
- Pencil sharpener
- Protractor and compass
- Calculator (please bring to maths/science/geography/business) We advise them to bring a calculator to every exam – and if it is not allowed, they will be asked to leave it on the floor.
- DT – coloured pencils.

WE KEEP SPARE EQUIPMENT FOR EMERGENCY USE

Roadworks –

Ensure prompt arrival for the start of the day, there are essential roadworks ongoing during this period – so please leave plenty of time to arrive if travelling by car.

Noise Cancelling Earbuds

One of the anxieties of many pupils is external noise. Loop earbuds do not require an access arrangement, but they do need to be checked by the exam's office, if your child wishes to use these in the exams – please bring them to the exam's office this week – they must be in a clear plastic bag – and fully labelled with their name and candidate number. Students then take these with them at the end of the series of exams ready for next use. Earbuds cannot be checked on the day of the exam due to time constraints.

Water bottle

Clear bottle, no writing, no labels. An ordinary

Use the mock exams to learn:

- ✓ Revision technique
- ✓ experience the exam environment
- ✓ practise exam stamina
- ✓ develop time management skills whilst completing full papers

- ✓ how to use time well

On the Day

Before entering the Exam Room

- ✓ Go to the toilet in C Block (Sports Hall toilets will be out of use until 30 minutes into the exam). Candidates are not allowed to use the toilets during the exam, unless needed. During the first 30 minutes and last 30 minutes we are very strict – this is to prevent disturbing other candidates. All toilet breaks are noted on the examination log. If your child has a medical need, please let the Access arrangement team know.
- ✓ Check where you're sitting
- ✓ Wait to be called in
- ✓ Listen to instructions from SLT

Exam conditions start as you enter the room

Do not:

- ✓ Enter the exam room unless told to do so
- ✓ Talk to each other or pass anything to each other in the exam room
- ✓ Cheat
- ✓ Bring unauthorised items to the exam room
- ✓ Arrive late
- ✓ Leave unless accompanied by an invigilator
- ✓ Be rude to any member of staff

No unauthorized materials



Unauthorised poster can be found on BFS website, under exams.

Candidate seating

- ✓ Sit in your allocated sit
- ✓ Sit in the correct room
- ✓ Check you have the correct access arrangements
- ✓ Extra time
- ✓ Word processor
- ✓ Other Access Arrangements
- ✓ Let the invigilator know if you do not have the correct arrangement by raising your hand.

THIS IS A MOCK EXAM – WHERE WE CAN IRON OUT THESE ARRANGEMENTS

Listen carefully to the invigilator and check:

- ✓ Your paper
- ✓ Subject
- ✓ Level/Tier
- ✓ The instructions
- ✓ The time
- ✓ The equipment needed

RAISE YOUR HAND IF YOU THINK YOU HAVE THE WRONG PAPER OR EQUIPMENT

End of the exam – wait for instructions from Invigilator

- ✓ Stop writing
- ✓ Put pens down
- ✓ Close answer booklet
- ✓ Check all information on the front is completed
- ✓ Hand paper to Invigilator
- ✓ Hand inserts to Invigilator

- ✓ Leave borrowed equipment on the desk
- ✓ Leave when told in SILENCE

Further JCQ guidance and what to expect can be found on the BFS website.

Finally:

- ✓ Check your paper is correct
- ✓ Check you arrive with the correct equipment
- ✓ Check you do not have any unauthorised equipment (posters are displayed outside of the exam room)
- ✓ No Hoodies/hats or beanies to be worn
- ✓ No jackets to be worn into the exam room
- ✓ Pockets should be emptied before entering, and if asked by an invigilator that any pockets are turned inside out.
- ✓ Check you have the correct Access Arrangements
- ✓ Do not communicate or attempt to communicate to any other candidate, if you drop equipment, put your hand up and an invigilator will pick it up for you.
- ✓ If you need a tissue – these will be supplied.
- ✓ Water bottles should be clear with no writing or labels.
- ✓ You can wear a religious head covering that covers the ears, but your eyes and mouth must be uncovered and visible at all times.
- ✓ Any form of communication between students will be reported to the Head Teacher, during the summer exams this will be reported to the exam board.

GOOD LUCK!!