



PERINS

Y10 Trial Examinations Procedures

February 2024

Procedures for exams

For exams starting at 08.50, please register in your Tutor as normal.
Then....

If your exams are in the Sports Hall you will need to follow this procedure:

- Go to the Main Hall
- There will be signs on the wall from A-J
- These signify your seat row, as shown on your timetable
- You will line up behind your letter
- Each row will be called down to the Sports Hall one by one to avoid too many people trying to access the changing rooms.
- You do not need to be in numerical order – just behind your correct row letter.

Procedures for exams

For exams starting at 08.50, please register in your Tutor as normal.
Then....

If your exam is elsewhere (Ibsen1, Ibsen 2 for example), go straight to the room.

For exams starting at 11.10, please go to the Main Hall at the end of breaktime, if your exam is in the Sports Hall and line up in your rows.

If you are in an alternative venue (Ibsen 1, 2 etc), go straight there.

Procedures for exams

- Your individual timetable (you have been emailed these and they are on Arbor), will show your seat and row number
- Seating lists will also be displayed outside each exam venue to check on your way into the exam room
- When sent down to the Sports Hall, you will need to leave coats and bags in the Changing rooms
- Make sure you have already taken out what you need for your exam, so that you can drop off your bag and coat quickly
- Do not loiter in the Changing Rooms

Place these items
in your bag
BEFORE entering
the exam room..

AQA

City & Guilds

CCEA

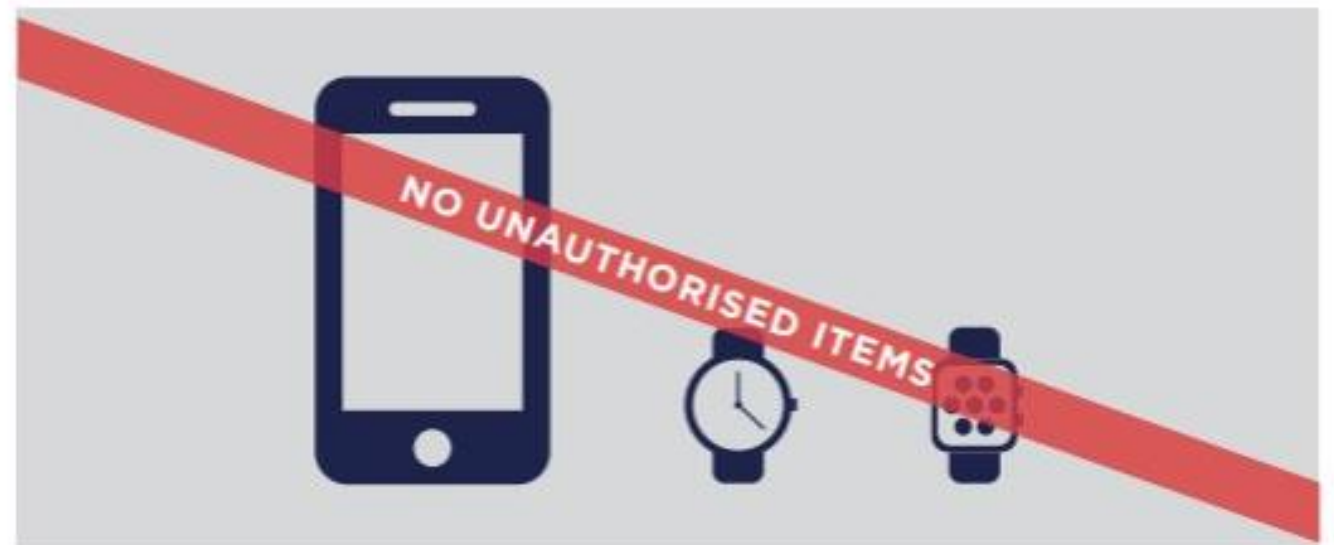
OCR

Pearson

WJEC

NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



In the exam room

- You must enter the exam room in silence
- Your candidate card will be on your exam desk
- Do not write on the candidate cards
- Once seated, the Senior Invigilator will read the instructions for the exam and will announce when you can start

Procedures for exams

- If you are allowed to use a laptop for exams, you must ensure it is charged before your exam
- If you Word Process your work, you must remain in your seat, until the work has been printed, brought to you and you have made sure that your name and candidate number is on each sheet of paper
- If you use ClaroRead, you must bring wired headphones with you

Procedures for exams

- If you DO NOT have an exam, you will be in lessons as normal

Warning to Candidates

In the exam room

**PLEASE BE AWARE THAT
INDIVIDUAL BEHAVIOUR
POINTS WILL BE LOGGED IF
THESE RULES ARE NOT
FOLLOWED**

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

In the exam room

The following are not allowed in the exam room:

- Mobile phones, other smart enabled device, all watches
- Non transparent water bottles/pencil cases
- Labels on water bottles
- Gel pens
- Earphones/earbuds (Wired headphones permitted if using ClaroRead)
- Food
- Notes of any sort - check your pockets

Equipment



- Clear pencil case / plastic wallet
- **BLACK** Biro x 2 (the only colour accepted by the Awarding bodies)
- Pencil and spare
- Eraser - No Correction fluid
- Pencil sharpener
- Protractor/compass
- Ruler
- Calculator (if allowed)

In the exam room:

- Listen carefully to instructions
- If you use a laptop, the case/bag must be on the floor under your desk
- Check for correct paper & tier
- **Write only when instructed**
- Fill in the front of the paper, writing your **full name, Centre Number and Candidate number**
- Raise your hand if you need assistance
- Remain silent at all times

At the end of the exam:

- Students will be dismissed one row at a time. Do not leave until told to do so
- Remain in silence until you have exited the exam room
- Pick up your bag and coat from the changing rooms quickly, as we cannot dismiss the next row until the changing rooms are clear
- Return to your timetabled lesson – if the exam finishes in the middle of a lesson

Being Prepared

- Make sure you have EVERYTHING you need. If you need additional pens, pencils etc. do not leave it until the last minute
- Ensure you have a calculator where required. Or any specialist equipment that you need (**we do not have spares to give out**)
- Bring in water in a clear bottle, with no labels – your brain works best when it's hydrated
- Make time to sleep. Your mind resets overnight and processes what happened that day so a well-rested mind will naturally perform better and remember more
- With this in mind, avoid any last minute cramming