

# JFS SCHOOL

## YEAR 11 GCSE MOCK EXAMINATIONS

### GUIDANCE FOR CANDIDATES

**For 2021/2022 the JCQ (Joint Council for Qualifications) have asked schools to report any incidents of malpractice in mock exams/assessments to the relevant awarding organisation which will then provide further guidance on the next steps, including details of any sanctions to be applied.**

We run all mock and end of year examinations as we would GCSE examinations and therefore adhere to the rules and regulations that apply to all GCSE examinations.

#### **Study Leave Arrangements**

During Mock Examinations, there is no study leave. Students are required to be in school as usual every day, even if they do not have an exam.

The following attendance rules must be observed:

- You must drop off your bags and coats in the Media Rooms, next to the Canteen from 8.30am and go straight to your allocated exam room by 8.40am. If you do not have a morning exam, please go to your usual Form Room to be registered.
- The same procedure applies for afternoon exams; please ensure you are at your allocated exam room by 1.00pm (12.00pm on a Friday). If you do not have an afternoon exam, go to your regular lessons for revision study.

#### **On the Day of the Exam**

You are expected to adhere to the JFS School Dress Code at all times and wear full school uniform.

Please refer to your Individual Candidate Timetable on Insight for the room where your exam is taking place and the start time of all exams.

Please ensure you are lining up outside your exam room at:

**8.40am for morning exams**

**1.00pm for afternoon exams**

**12.00pm for Friday afternoon exams**

#### **Lateness**

If you are late for an examination, proceed directly to the Examination Room.

If you are late you may enter the Examination Room up to 30 minutes late but may not be allowed any extra time to make up for the lateness, except in exceptional circumstances, as approved by the Examinations Officer and/or Head of Centre. If you arrive later than this, you may be allowed to enter the Examination Room and sit the examination; however, please note that in the GCSE exams in the summer, the awarding body is unlikely to accept your work.

# JFS SCHOOL

## YEAR 11 GCSE MOCK EXAMINATIONS

### GUIDANCE FOR CANDIDATES

#### **Equipment**

Ensure that you have several spare pens, pencils, erasers and any instruments which you need for the examination.

No school bags may be taken into the Examination Room. All bags and coats must be left in the Media Rooms, which will be locked whilst you are in the exam room.

Only clear pencil cases are allowed to be brought into the Examination Room. If you do not have one, please bring your things in a clear food bag or loose in your hand.

You must only write in **black ink or black ballpoint pen, no gel/erasable pens are allowed**. Do not bring tippex or correction pens. Examination Boards do not allow correction fluid of any type.

You can use highlighters on a question paper (e.g. to mark a key word) but note that you are not allowed to use them on any answer pages.

You may bring a clear, plastic bottle of water in with you if you'd like to, but you have to have removed the label from the bottle. Food is not allowed.

You may not bring any paper into the Examination Room.

#### **Examination Instructions**

**No communication of any type is allowed from the time you enter the Examination Room.**

**You must not have any technology enabled equipment, ear phones, a mobile phone, iPod, MP3, MP4 player, calculator lid or any watch in your possession during an examination.**

If on the day of the examination you feel that your work may be affected by ill health or any other reason, tell the Exams Officer or invigilator.

You may not leave the Examination Room during an examination unless the need is urgent.

#### **Misconduct**

During the GCSE exams in the summer, all cases of misconduct are reported to the Examination Board. The school does not have any choice if a candidate breaks any of the regulations.

In serious cases of misconduct, it could mean that your papers could be cancelled and that you would not be allowed to sit for that Board at a future time. Misconduct includes communicating in any way with another pupil/bringing into the exam room any unauthorised material, including watches, mobile phones etc.

If you have any questions after reading this information, please speak to Mrs Gold, Examinations Officer.