

# MOCK EXAMINATION GUIDANCE 2020/21

*“Developing the very best leaders of the future, working to improve education and transforming lives.”*

## Table of Contents

MOCK EXAMINATION GUIDANCE	3
BEFORE THE MOCK EXAMINATIONS	3
Timetables	3
• Morning exams -	3
• Afternoon exams	3
Revision rooms	3
Equipment	3
DURING THE MOCK EXAMINATIONS	3
Attendance at Examinations	3
Absence from Examinations	4
FREQUENTLY ASKED QUESTIONS	5
APPENDIX 1 - YEAR 11 MOCK EXAMINATION TIMETABLE	7
APPENDIX 1 - YEAR 13 MOCK EXAMINATION TIMETABLE	9

# MOCK EXAMINATION GUIDANCE

The aim of this guidance booklet is to give you an understanding of the rules for mock examinations and what you can expect in your mocks.

Some of the questions you may have are answered at the end of this booklet. If there is anything you do not understand or any question that has not been addressed, please ask.

If you or your parents have any queries or need help or advice at any time before, during or after the examinations please contact the school on **01623 980055** or via email at **academy.office@suttonacademy.atrust.org.uk**

Remember – we are here to help.

## BEFORE THE MOCK EXAMINATIONS

Mock examinations for year 11 and 13 students are scheduled on **Monday 2<sup>nd</sup> November**. The usual rules about uniform continue to apply for the whole of the mock examination period.

### Timetables

- Your individual timetable is attached to this hand-out, showing your own specific examinations with details of date, time, and duration of exam and venue. Check it carefully. If you think something is wrong, see **Mrs Nicholl-Pierson**.
- **Morning exams** - If you have a morning exam, you come to school at the normal time, go to registration. Once you are dismissed from registration you will need to make your way down to the sports hall quietly.
- **Afternoon exams** - You will be registered in the exam room. Check the starting time for afternoon exams very carefully – please ensure you are outside the exam room 20 minutes before the start time.

### Revision rooms

- When you are not in an exam you need to go to your normal classroom. The teachers will be taking registers in these rooms and will be aware who is meant to be there.

### Equipment

- Make sure you have all the correct equipment before your examinations. Only take into the exam room pens, pencils, erasers and any other equipment which you need for the exam. You must write clearly in black ink.

## DURING THE MOCK EXAMINATIONS

### Attendance at Examinations

- Candidates are responsible for checking their own timetable and arriving at the exam on the correct day and time, properly dressed and equipped. Please wait **in silence** outside your exam room until you are invited to enter.
- Candidates must wear school uniform.
- Candidates who arrive late for an examination may still be admitted but may not receive any additional time.
- All items of equipment, pens, pencils, mathematical instruments should be visible at all times. You must either use a transparent pencil case or clear plastic bag.
- Pens should be **black** ink or ballpoint. No erasers or correction pens are allowed.

- For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new.
- Please make sure that any watch alarms are turned off.
- Do not attempt to communicate with or distract other candidates.
- **MOBILE TELEPHONES/ APPLE WATCHES OR EQUIVALENTS MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM. If a mobile phone (or any other type of electronic/digital communication or storage device) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to a member of SLT. No exceptions can be made.**
- No food is allowed in the examination rooms, you can take in a clear water bottle with no label on. However if you have a cough you are welcome to bring cough sweets to the room as long as they are in clear wrappers and in a clear bag.
- Do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.
- Do not draw graffiti or write offensive comments on examination papers – if you do the teacher may refuse to accept your paper.
- Listen carefully to instructions and notices read out by the teachers – there may be amendments to the exam paper that you need to know about
- Check you have the correct question paper – check the subject, paper and tier of entry.
- Read all instructions carefully and number your answers clearly.
- Candidates must stay in the examination room. You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.
- At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one loose sheet of paper ask for a tag to fasten them together in the correct order.
- Teachers will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.
- Question papers, answer booklets and additional paper must NOT be taken from the exam room.
- Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.
- If the **fire alarm** sounds during an examination the teachers will tell you what to do. Don't panic. If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room do not start writing until the teacher tells you to.

### Absence from Examinations

- If you experience difficulties during the examination period (e.g. illness, injury, personal problems) please inform the school at the earliest possible point so we can help or advise you.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

## FREQUENTLY ASKED QUESTIONS

### Q. What do I do if I think I have the wrong paper?

Teachers will ask you to check before the exam starts. If you think something is wrong put your hand up and tell the teacher immediately.

### Q. What do I do if I have an accident or am ill before the exam?

Inform school at the earliest possible point so we can help or advise you.

### Q. If I miss the examination can I take it on another day?

As this is the mock exams, we have some flexibility. Therefore, if you miss an exam due to illness or other extenuating circumstances then you must see your subject teacher to discuss the possibility of taking the exam at another time.

### Q. Do I have to wear school uniform?

Yes. Normal school regulations apply to uniform

### Q. What equipment should I bring for my exams?

- For most exams you should bring at least 2 pens (black ink only).
- For Science Modules and Maths, you need 2 pencils as well.
- For Mathematics pencils must be used for diagrammatic work.
- For some exams you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener, rubber, compasses, protractor, coloured pencil crayons (not gel pens), set texts (e.g. for English Literature).
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

### Q. What items are not allowed into the examination room?

- Bags and coats and any other items not permitted under examination regulations must be left in the rack in the examination room. Do not bring any valuables into school with you when you attend for an examination.
- No food is allowed in the examination rooms; you can take in a clear water bottle with no label on. No electronic, radio or digital devices including mobile phones can be brought into the exam room even if they are turned off.

### Q. Why can't I bring my mobile telephone into the exam room?

- Being in possession of a mobile phone (or any other electronic communication device, e.g. Applewatch/ or other smart watches/ ipod, headphones) is regarded as cheating and is subject to disqualification from the exam.
- If there is an emergency that requires that you bring a mobile telephone to school, you must switch it off and leave it with the examiners.

### Q. How do I know how long the exam is?

The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Teachers will tell you when to start and finish the exam. The finish time of the exam will be displayed on a screen at the front of the exam room. There will be a screen displayed with a clock in all examination rooms.

### Q. Can I leave the exam early?

It is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the teachers.

### Q. What do I do if the fire alarm goes?

The teachers will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

### Q. Can I go to the toilet during the exam?

If it is absolutely necessary. You will be escorted by a teacher and will not be allowed any extra time.

## Appendix 1 - Year 11 Mock Examination Timetable

Year 11 Mock Examination Timetable							Assessment Window Week 1 2020-21	
Time	Monday 2 <sup>nd</sup> November	Tuesday 3 <sup>rd</sup> November	Wednesday 4 <sup>th</sup> November	Thursday 5 <sup>th</sup> November	Friday 6 <sup>th</sup> November			
Period 1 09:00 – 10:00	English Lang Paper 1 119 candidates <sup>1</sup> 1h 40'	English Lang Paper 2 119 candidates 1h 45'	English Lit Paper 1 119 candidates 1h 40'	English Lit Paper 2 119 candidates 1h 45'	Mathematics Paper 2 119 candidates 1h 30'			
Period 2 10:00 – 11:00								
Period 3 11:00 – 12:00	Students go to their normal lessons.							
Break 12:00 – 12:20								
Period 4 and Silent Study 12:20 – 13:40 1h 20'	Mathematics <sup>2</sup> Paper 1 119 candidates 1h 30'	Science – Biology <sup>2</sup> 119 candidates 1h 15'	Science – Chemistry <sup>2</sup> 119 candidates 1h 15'	Science – Physics <sup>2</sup> 119 candidates 1h 15'	Creative iMedia 10 candidates 1h 15'	Geography <sup>2</sup> 25 candidates 1h 30'		
					History – G1 and G2 54 candidates 50'	PE (Sport) 14 candidates 1h		
Lunch 13:40 – 14:10								
Period 5 14:10 – 15:15	History –G3 29 candidates 50'	Health and Social Care 22 candidates 1h	Students go to their normal lessons.					
	Engineering 16 candidates 1h							
	Sociology 18 candidates 1h							

Year 11 Mock Examination Timetable						Assessment Window Week 2 2020-21					
Time	Monday 9 <sup>th</sup> November		Tuesday 10 <sup>th</sup> November		Wednesday 11 <sup>th</sup> November		Thursday 12 <sup>th</sup> November		Friday 13 <sup>th</sup> November		
Period 1 09:00 – 10:00	<b>Mathematics Paper 3</b> 119 candidates 1h 30'		<b>French</b> 37 candidates 1h 45'		<b>Spanish</b> 33 candidates 1h 45'		<b>Statistics Paper 1</b> 7 candidates 1h 30'		<b>Statistics Paper 2</b> 7 candidates 1h 30'		
Period 2 10:00 – 11:00											
Period 3 11:00 – 12:00	Students go to their normal lessons.										
Break 12:00 – 12:20											
Period 4 and Silent Study 12:20 – 13:40 1h 20'	<b>Computer Science<sup>2</sup> Paper 1</b> 11 candidates 1h 30'		<b>Computer Science<sup>2</sup> Paper 2</b> 11 candidates 1h 30'				<b>Dance<sup>3</sup></b> 14 candidates 1h				
Lunch 13:40 – 14:10											
Period 5 14:10 – 15:15	Students go to their normal lessons.										

All exams are in the Sports Hall unless indicated, please go straight to the exam room and line up grouped for each exam in alphabetical order.

<sup>1</sup>110 candidates in main classes (the remainder 9 candidates are on an alternative provision within academy and outside the academy).

<sup>2</sup>The exams will overrun, therefore students will have a late lunch and will be late for Period 5

<sup>3</sup>The Dance Exam will take place in IT1



## Appendix 1 - Year 13 Mock Examination Timetable

Year 13 Mock Examination Timetable				Assessment Window Week 1 2020-21	
Time	Monday 2 <sup>nd</sup> November	Tuesday 3 <sup>rd</sup> November	Wednesday 4 <sup>th</sup> November	Thursday 5 <sup>th</sup> November	Friday 6 <sup>th</sup> November
Period 1 09:00 – 10:00	Students in their normal lessons.			<b>Mathematics Paper 1</b> <b>2 candidates</b> 1h 30'	<b>Geography</b> <b>8 candidates</b> 2h30'
Period 2 10:00 – 11:00					<b>Sociology Paper 1</b> <b>7 candidates</b> 2h
Period 3 11:00 – 12:00					<b>Biology Paper 1</b> <b>5 candidates</b> 2h
Break 12:00 – 12:20					
Period 4 and Silent Study 12:20 – 13:40 1h 20'	Students in their normal lessons.				
Lunch 13:40 – 14:10					
Period 5 14:10 – 15:15	Students in their normal lessons.	<b>Biology Paper 2</b> <b>5 candidates</b> 45'	Students in their normal lessons.		

Year 13 Mock Examination Timetable		Assessment Window Week 2 2020-21			
Time	Monday 9 <sup>th</sup> November	Tuesday 10 <sup>th</sup> November	Wednesday 11 <sup>th</sup> November	Thursday 12 <sup>th</sup> November	Friday 13 <sup>th</sup> November
<b>Period 1</b> 09:00 – 10:00	<b>Mathematics Paper 2</b> 2 candidates 1h 30'	<b>Physics Paper 1</b> 5 candidates 1h 30'	<b>History Paper 1</b> 6 candidates 1h	<b>History Paper 2</b> 6 candidates 1h 30'	<b>AS Media Studies<sup>4</sup> Paper 1</b> ? candidates 2h
<b>Period 2</b> 10:00 – 11:00	<b>Sociology Paper 2</b> 7 candidates 2h	<b>Law Paper 1</b> 5 candidates 2h	<b>Physics Paper 1</b> 5 candidates 1h 30'	<b>Chemistry Paper 2</b> 3 candidates 1h 40'	
	<b>Psychology Paper 2</b> 7 candidates 2h	<b>Chemistry Paper 1</b> 3 candidates 1h 40'	<b>Forensic Science – Chemistry</b> 15 candidates 40'	<b>Forensic Science – Physics</b> 15 candidates 40'	
<b>Period 3</b> 11:00 – 12:00	Students in their normal lessons.				
<b>Break</b> 12:00 – 12:20					
<b>Period 4 and Silent Study</b> 12:20 – 13:40 1h 20'	<b>AS Media Studies Paper 2</b> ? candidates 1h 15'			Students in their normal lessons.	
<b>Lunch</b> 13:40 – 14:10					
<b>Period 5</b> 14:10 – 15:15	Students in their normal lessons.				

All exams are in the Sports Hall unless indicated, please go straight to the exam room and line up grouped for each exam in alphabetical order.

<sup>4</sup>The AS Media Studies involves an audio-visual extract that the students have to watch. The exam will take place in the Conference Room.