

# All Hallows Catholic High School

## Mock Examinations Guidance



*'Growing Together in the Spirit of Christ's Love'*

# Timetable

- You will receive the Mock Exam timetable via your form tutor and via synergy.
- Keep it safe and have it available during your exams
- Your form tutor will tell you your 4 digit exam number
- You will be able to locate your seat on the seating plan that your tutor will show you
- You must make a note of this so you easily locate your seat on the first day of exams
- You will be in the same seat for the majority of exams but will move for exams such as MFL Listening and Reading, and exams where there are a very small cohort sitting them.
- All rows are numbered and lettered to enable you to locate your seat easily.

# Resilience from Ofqual

- It is expected that exams and formal assessments will go ahead as planned in the summer. However, you should be aware that any assessment evidence collected during your mock exams will be retained under Ofqual guidance and **WILL** be used to determine grades in the unlikely situation that exams and formal assessment could not go ahead.
- It is extremely important for you to attend all your mock exams as you need to sit the exams in formal exam conditions if they were needed for teacher assessed grades.
- Heads of department will retain your exam papers until after GCSE's however you will be provided with an opportunity in class to look through your completed exam for revision.
- Please let your Head of Year know if there are any special considerations to be taken into account when sitting your mock exams. Such as family bereavement, physical illness etc.

# Equipment (minimum)

- Clear pencil case
- **BLACK** Biro x 2 (the only colour accepted by the exam boards)
- Pencil
- Eraser - **No Tipp-ex**
- Pencil sharpener
- Protractor/compass
- Ruler
- Calculator (if allowed)
- Highlighters



No erasable pens allowed

# Calculators

- Ensure you bring your calculator for exams which could need them, such as maths, science, technology etc.
- Calculators must not be brought to non-calculator maths exams.
- Calculators must be **without their cases** and pre-programmed formulae.



# NO MOBILE PHONES WATCHES MP3/4 PLAYERS

NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in

## DISQUALIFICATION

from your examination and your overall qualification.

## Warning to Candidates

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.

# SCHOOL WEBSITE

There is lots of information on the school website under

Home \ School \ Information \ GCSE Examinations

including all the relevant JCQ information you need to be aware of.



The screenshot shows the website header for All Hallows Catholic High School. The header is dark purple with the school's crest on the left, which features a shield with a crown, a cross, and three stars. To the right of the crest, the school's name "All Hallows Catholic High School" is displayed in white, with the motto "Growing Together in the Spirit of Christ's Love" underneath. Further right are navigation links: Home, School, Curriculum, News & Events, Parents, and Contact. Social media icons for Twitter and Instagram are also present.

Below the header, a breadcrumb trail reads: [Home](#) / [School](#) / [Information](#) / [GCSE Examinations](#).

The main content area is divided into two columns. The left column is a vertical menu titled "Information" with the following items: Admissions, Careers, Chaplaincy, Counselling, Feeder Primary Schools, GCSE Examinations, GCSE Results, and GDPR. Each item has a right-pointing chevron icon.

The right column features the heading "GCSE Examinations" followed by the sub-heading "Summer 2024 Exam Series". Below this, it says "See our [Examination Timetable](#) page." The next section is "Support Materials", which includes a bulleted list of links: [Student Presentation Exams](#), [A-Z Guide of Exams for student](#), [Ofqual Coping with exam pressure](#), and [NHS advice re exam stress](#).

The final section is "JCQ Information for Candidates 2023/2024", which includes a bulleted list of links: [Information for candidates Coursework Assessments](#), [Information for candidates NE Assessments](#), [Information for candidates Privacy Notice](#), and [Information for candidates Written Examinations](#).

# Exam Timings



- Morning exams begin at 09:00
- Afternoon exams begin at 13:30 this could change depending on the length of the exam so always check
- The duration of exam papers vary, from 30 minutes to possibly 2hr 30mins
- This could mean that some exams finish later than the end of the normal day, especially if you are entitled to extra time so appropriate arrangements for getting home should be made
- Please turn up to your exam venue 15 minutes prior to the start time of your exam



# Exam Conditions

- You are under exam conditions from the moment you enter the exam room.
- This means no talking or communicating in anyway with any other student. If you need to ask a question you must raise your hand.
- It is considered Malpractice to speak or communicate to anyone in the exam room and this must be reported directly to the exam board.
- This is not schools' decision, and we have no say in the outcome from the exam board.

# Seating

- You will be told your seat and row number in form
- Seating plans will be displayed outside each exam room
- A candidate card will be on each exam desk
- Do not deface or destroy the candidate cards
- Once seated, a member of SLT or an invigilator will read the instructions of the exam and will announce when you can start.

**Do not write anything on your paper until you are instructed to do so.**

**It is considered Malpractice if you do**



# Invigilators

- There to ensure the exams are run according to the regulations
- Please listen to them and follow instructions
- If you need any assistance, then please raise your hand **high** to alert an invigilator
- They are unable to answer any questions relating to the exam paper
- Please treat them with respect



# Unauthorised Items

The following are not allowed in the exam room:

- Mobile phones, other smart enabled device, watches
- Non transparent water bottles/pencil cases
- Gel pens & erasable pens
- Tippex
- Earphones/plugs/airpods
- Food
- Writing on hands/skin
- Labels on water bottles
- Notes of any sort - check your pockets
- Watches



# Malpractice

There are severe penalties for malpractice. You could be disqualified from your exams.

Examples of malpractice:

- Possession of a smart watch, mobile phone or smart enabled device - even if switched off
- Writing/drawing obscene material
- Talking/disrupting/communicating with others
- Possession of notes
- Writing on hands/skins
- Possession of a Watch

**Please check your pockets before you go into every exam**

# Consequences of Malpractice

- Written warning
- Loss of marks for that paper
- Loss of marks for that subject
- Loss of marks for all exams with the that exam board
- All exams cancelled for all exam boards
- Banned from taking exams for 1-5 years

4,335 penalties were issued to students in 2022, of those 805 students lost their certification, 2075 lost marks and 1455 were issued a warning.

Mobile phone and other communication device offences accounted for 43% of all student penalties.

# What to do if you are ill on the day of an exam

If you are feeling unwell on the day of your exam, we suggest you come into school and we can assess the situation when you arrive. In most cases, it is better to take the exam if you can.

Some catch up exams will take place in another subjects exam so if for example you miss History and do not take Geography, be expecting to sit your History exam when the Geography exam is taking place.

If there are no available opportunities for you to catch up during the mocks you will be expected to catch up in class.

If in doubt – phone the school.



# If I'm late, can I still sit the exam?

If you think you are going to be late for the start of your exam, please contact the school to inform us.

On arrival at school, a member of staff will escort you to the exam room.

You **must not** enter the exam room without permission once an exam has started.





# Helpful Tips

- Listen and follow instructions.
- Check for correct paper & tier and write your **full legal name**.
- Write **ONLY** when instructed.
- Read the exam paper thoroughly – to the back page.
- Raise your hand for assistance.
- Think! - Do not rush your answers.
- Cross out any incorrect work, but no doodling.
- Use all available time wisely.
- Remain silent at all times.
- No communicating with your peers in any way



# Additional Advice



- Go to the toilet before your exam - toilet breaks will not be allowed in the first and last 15 minutes of the exam. Those repeatedly taking toilet breaks will be spoken to by Head of Year.
- Ensure you have everything you need - it is YOUR responsibility to bring your own equipment
- Make sure you have the equipment you need for each exam - you may need coloured pencils for Technology or Geography, for example.
- You can take in water in transparent bottles ONLY, you must remove all labels from the bottle
- Fire Evacuation Procedure - in the event of a fire alarm, please follow the guidance of the Invigilators, you are still under exam conditions so **REMAIN IN SILENCE**

# Finally

*good luck*

- Try your best, that is the best you can do!
- Exercise and regularly get fresh air
- Eat well during your exams
- Try to get a good night's sleep
- Keep calm, you can do it!
- We are here to help you.

If you have any questions or concerns, then please ask.

The Exams Office can be found in the Junior Building and Mrs Nicholson is the Exams Officer.