

U6 MOCK EXAMINATION TIMETABLE JANUARY 2022

ALL WRITTEN EXAMINATIONS TAKE PLACE IN THE HALL UNLESS OTHERWISE STATED

ALL WORD PROCESSING EXAMINATIONS TAKE PLACE IN THE GYM

DATE	MORNING SESSION ARRIVE 8.45AM FOR THE FIRST EXAM Specific arrival times for a non 9.00am exam	AFTERNOON SESSION See specific arrival times
Thursday 6 th January	ARRIVE AT 10:30 <u>10.45-12.15 + extra time (12:42)</u> Graphics (1h30m/1h53m)	ARRIVE AT 1.15 <u>1.30-3.30 + extra time (4.00)</u> ALL EXAMS IN THE GYM Economics (2h/2h30m)
Friday 7 th January	<u>9.00-11.00 + extra time (11.30)</u> French writing (2h/2h30m)	ARRIVE AT 1.00 <u>1.15-3.15 + extra time (3.45)</u> Physics (2h/2h30m)
Monday 10 th January	<u>9.00-11.00 + extra time (11.30)</u> Psychology (2h/2h30m/3h) <u>9.00-10.30 + extra time (10.53)</u> Further Maths P1 (1h30m/1h53m)	ARRIVE AT 1.00 <u>1.15-3.30 + extra time (4.04)</u> Chemistry (2h15m/2h49m)
Tuesday 11 th January	<u>9.00-11.15 + extra time (11.49)</u> Biology (2h15m/2h49m)	ARRIVE AT 1.00 <u>1.15-4.15 + extra time (5.00)</u> Theatre Studies (3h/3h45m) <u>1.15-3.25 (No ET)</u> Music (2h10m) 2 M2 <u>1.15-3.15 + extra time (3.45)</u> German writing (2h/2h30m)
Wednesday 12 th January	<u>9.00-11.00</u> RS (2h)	ARRIVE AT 1.30 <u>1.45-3.45 + extra time (4.15)</u> ALL EXAMS IN THE GYM Sociology (2h/2h30m)
Thursday 13 th January		ARRIVE AT 1.15 <u>1.30-3.45 + extra time (4.23)</u> History (2h15m/2h49m) <u>1.30-3.45 + extra time (4.23)</u> Geography (2h15m/2h49m) <u>1.45-3.15 + extra time (3.42)</u> Further Maths P2 (1h30m/1h53m)
Friday 14 th January	<u>9.00-11.00 + extra time (11.30)</u> Maths (2h/2h30m) 38 <u>9.00-11.00 + extra time (11.30)</u> Spanish writing (2h/2h30m) 8 <u>9.00-11.00 + extra time (11.30)</u> Politics (2h/2h30m) 14 CLASH CANDIDATES WILL SIT THEIR MATHS AND SPANISH EXAMS IN THE HALL AND THEN BE ESCORTED AND SUPERVISED IN THE GYM UNTIL THEIR AFTERNOON EXAM. MRS BARKER WILL CONTACT THESE PUPILS SEPARATELY.	ARRIVE AT 1.15 <u>1.30-3.30 + extra time (4.00)</u> Politics (2h/2h30m) 5

ALL MOCK EXAMINATIONS ARE CONDUCTED IN ACCORDANCE WITH THE RULES & REGULATIONS THAT APPLY TO PUBLIC EXAMINATIONS

ABSENCE FROM EXAMINATIONS

- You are expected to attend all of your examinations;
- If you are unable to attend due to illness, a parent must call and leave a message with Mrs Holloway on reception before 08:30. It is important that absence is reported **DAILY**;
- When you return, please see Miss Mitchell as soon as possible and arrange to sit any missed exams. Missed exams can be made up during any exam session in which you are free and there is space in the exam room. You must let Mrs Barker know when you intend to sit any missed exams;
- **Exams may over-run the usual school times so after-school appointments should be avoided.**

BEFORE YOU ARRIVE

- Make sure you know your candidate number;
- Make sure you have checked the seating plans so you know exactly where you are sitting i.e. room/column/row e.g. hall seat B4;
- Make sure you have left your mobile phone and watch, of any description, in your locker.

BAGS

- Cannot be taken into the examination room nor left outside the exam room. Do **not** bring them.

EQUIPMENT

- You **MUST** come to the exam fully prepared with the equipment that you need for the exam. This is really important. It is unacceptable to come to a Maths/Science exam without maths equipment. Please refer to Appendix 7 of the Candidate Handbook for what equipment is/is not permitted.

FACE MASKS

- You must arrive at the exam room **WEARING YOUR FACE MASK**;
- As soon as the exam room is ready, an invigilator will invite you in. You must hand sanitise and then make your way directly to your seat;
- Go straight to your seat and remove your face mask (if you wish), placing it on the corner of your desk;
- At the end of the exam and as soon as the senior invigilator asks you to stop writing and put down your pen, you must immediately put your face mask back on before the invigilators proceed to collect your examination scripts;
- **WE ARE NOT EXPECTING YOU TO WEAR YOUR FACE MASK DURING THE EXAMINATION – this is your personal choice.**

PROCEDURE – ARRIVAL

- You must arrive at the exam room promptly. Timekeeping will be very important; arrive at the time stated on the timetable. You **MUST NOT** be late;
- As soon as the exam room is ready, an invigilator will invite you in.
 - You must hand sanitise and then make your way directly to your seat. As soon as you enter the exam room, you are under exam conditions and you **MUST NOT** speak to your peers;
 - **YOU MUST WAIT FOR THE INVIGILATOR TO TELL YOU WHEN YOU CAN WRITE YOUR NAME ETC ON YOUR ANSWER BOOKLET**

PROCEDURE - DEPARTURE

- As soon as the senior invigilator asks you to stop writing, **YOU MUST STOP WRITING IMMEDIATELY**. Put down your pen and pop your face mask back on;
- Your examination scripts will be collected and you'll then be dismissed row by row;
- There will be sessions when Y11 and U6 exams are running at the same time in the same room (as they do in the Public examinations). It is very important therefore, that **ALL** pupils leave the exam area e.g. the pupil foyer silently so as not to disturb those pupils who are still working.

COATS/VENTILATION

- Unfortunately, I am unable to predict what the temperature will be in January and we will need to ensure that each exam room is ventilated. Coats are **NOT** permitted during the **PUBLIC** examinations (nor mocks under normal circumstances) and if possible we would like to maintain this rule. Please ensure that you layer up when you come into school for your exams. We will of course review the situation regarding coats at the start of the mocks, and on a daily basis if necessary, when we know how cold it is going to be. Clearly we do not expect you to sit your exams and be freezing!

RULES AND REGULATIONS

- For a full list of the rules and regulations, please refer to the **Candidate Handbook**.

STUDY TIME

- Lessons will continue throughout this period. Pupils will, however, have the option of taking "study time" for the half day before a scheduled exam.

If you have any questions, please come and see me.
Mrs Barker, Examinations Officer