



3rd November 2023

Dear Parents / Carers

### Year 11 Mock Exam Conditions

Please note that Year 11 students are undertaking their mock exams over the next few weeks. Exams for the option block subjects will take place the week commencing 6<sup>th</sup> November, with the core subjects taking place the week beginning 20<sup>th</sup> November.

We are keen to ensure that this mock experience is carried out in exam conditions in the same manner as the final GCSE exams. To support this, most exams will take place in the Sports Hall with other rooms allocated for specific subjects and students with agreed access arrangements. One key aspect of this experience will be that the exams will take place in exam conditions. There are strict rules surrounding public examinations which the school as an exam centre must adhere to and we would like to draw your attention to these rules to help prepare students for success. Please see the information from JCQ below outlining the rules.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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### Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
  - sit an examination in the name of another candidate;
  - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other unauthorised material **is breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the 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.

Effective from 1 September 2014

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Tandridge Learning Trust

To help students prepare and to ensure that they are not disqualified from any examination, we have shared the following information with students:

1. Exam conditions as soon as students enter the Exam Room, and until students have left the building.
2. Silence in the exam room, **no talking or communicating in any way**, you must face forward.
3. Sit in exam seat number given. It will available to check on the link noticeboard.
4. **No Mobile Phones**, watches, earphones, anything digital in the room.
5. Check you have all equipment, **in a clear pencil case**, night before exam (no geometry tins)
6. **Clear water bottles - No labels on water bottles**, (water only).
7. No writing on your hands, this is considered malpractice.
8. **You must remain for the whole of the exam. Make sure you go the toilet first.**
9. Any queries raise your hand and an invigilator will come to you.
10. Do not touch exam papers until told to do so.
11. No bags or coats are allowed in the examination room.
12. Smile, breathe and stay calm. Good luck!

Please can we ask that you also discuss this with your child to ensure that they are aware of the rules and that they have the correct equipment for the exam.

Opportunities to use the restroom during exams cannot always be provided immediately, unless there is a known medical need, and therefore students are encouraged to ensure they have used the restroom prior to the exam start time.

It is important to note that students who break the examination rules during their GCSE exams are likely to be disqualified from that subject, and possibly other examinations as well. It is therefore important students take these rules seriously and is why we are practicing them now.

Schools are expected to put in place robust mechanisms to ensure students do not fall foul of malpractice which may result in cancellation of their exams. As part of this, we will be undertaking searches using a phone detector to ensure that phones are not brought into the exam room.

It is important to note that students who qualify for extra-time will be given this opportunity as part of the mock exam experience. Students who qualify for extra-time and don't use it may have this opportunity removed from future exam series. This process is part of the guidelines that examination centres must adhere to.

Please don't hesitate to contact the school should you have questions or require support concerning any of the above.

Kind regards



Mr M Tucker

Assistant Headteacher