

**YEAR 11**  
**EXTERNAL EXAMS**  
**Summer 2017**  
**ASSEMBLY**  
**IMPORTANT INFORMATION**

# Expectations

- Correct school uniform to be worn to all exams.
- Go to the Dining Hall before all exams.
- Know your venue, row & seat number.
- Enter the exam room in silence, remain silent at all times.
- You are under regulations as soon as you enter the exam room.
- If you need an invigilator, raise your hand up high.
- Do not call out in the exam room.
- Watches must be removed and placed on your desk.
- Do not engage in unfair, distracting or disruptive behaviour including turning round, communicating /attempt to communicate with any other pupil(s).
- Remain seated, facing the front of the room at all times.
- Follow ALL instructions from invigilators carefully.

# START TIMES



- **MORNING EXAMS WILL START AT 9AM**  
*YOU MUST BE IN THE DINING HALL BY 8:45AM*
- **AFTERNOON EXAMS WILL START AT 1:15PM**  
*YOU MUST BE IN THE DINING HALL BY 1:05PM*  
*LUNCHTIMES WILL BE AMENDED FOR AFFECTED PUPILS*
- **YOU WILL BE DIRECTED TO ENTER EXAM VENUES BY STAFF/INVIGILATORS**
- **YOU ARE UNDER EXAM REGULATIONS FROM THE MOMENT YOU ENTER THE EXAM VENUE**



# HOW DO I KNOW WHERE TO SIT??

- SEATING PLANS ARE DISPLAYED ON :-  
DINING HALL EXAMS NOTICEBOARD  
EXAMS NOTICE BOARD NEAR TO ROOM 06

**CHECK YOUR VENUE, SEAT AND ROW NUMBER  
WELL IN ADVANCE OF YOUR EXAM.**

- YOU WILL NORMALLY BE SAT IN CANDIDATE  
NUMBER ORDER, AND SEATING PLANS ARE SNAKED.  
LOOKING FOR YOUR EXAM NUMBER CAN BE EASIER  
THAN LOOKING FOR YOUR NAME.

# WHAT DO I NEED TO BRING

## Basic checklist

- **BLACK BALLPOINT PEN & SPARE**
- **PENCIL, SHARPENER, ERASER**
- **CLEAR PENCIL CASE**
- **CALCULATOR (IF ALLOWED)**

For some exams you may need to bring additional equipment eg. ruler, compass, protractor, coloured pencils etc. Check with your subject teacher in advance of the exam if you have any queries.

- **DRINKING WATER IN A CLEAR BOTTLE, WITH ANY LABELS REMOVED.**

# Electronic items including Mobile Phones/Smart Watches

- It is strongly recommended that you leave mobile phones, smart watches, watches with storage capabilities and any electronic items etc at home or in your locker on your exam days.
- Even if items (including PHONES) ARE switched off or dis-assembled YOU WILL LOSE MARKS AND/OR BE DISQUALIFIED by the exam boards if you are found in possession of such items... SO DO NOT TAKE THEM INTO ANY EXAM VENUE .
- A COLLECTION POINT FOR MOBILE PHONES WILL BE SET UP IN THE FOYER OUTSIDE THE HALL



# **MOBILE PHONE COLLECTION POINT**

- **THE COLLECTION POINT IN THE FOYER OUTSIDE THE HALL OPENS 30 MINUTES BEFORE THE START OF EACH GCSE EXAM.**
- **HAND IN ANY ITEMS EARLY – DO NOT WAIT UNTIL YOU ARE DIRECTED TO ENTER THE EXAM VENUES.**

# PREVENTING MALPRACTICE

## Important regulations:

- Do not ask or borrow anything off any other pupil whilst in the exam room. Ask the invigilator instead.
- STOP WRITING IMMEDIATELY WHEN INSTRUCTED TO STOP BY THE INVIGILATOR. DO NOT be tempted to finish off your word/sentence this is considered malpractice by the boards and you will lose marks.
- You will be reported to the exam board if you engage in or are suspected of involvement in any type of malpractice including unacceptable behaviour.
- Mobile phones, smart watches/watches with storage capability, bags, coats, notes including revision notes, books, headphones/ earphones, USB sticks and electronic items of any type and any other unauthorised items (this list is not exhaustive) are not allowed in the exam room –possession is considered malpractice.



# FINAL EXTERNAL EXAM TIMETABLE

- TODAY YOU WILL RECEIVE A FINAL COPY OF YOUR PERSONALISED EXAM TIMETABLE.
- THE DATES AND TIMES OF ALL YOUR EXTERNAL EXAMS ARE LISTED.
- CHECK ALL EXPECTED EXAMS ARE LISTED.
- FOR PUPILS WITH A CLASH - FOLLOW THE MEMO ATTACHED TO YOUR TIMETABLE.
- KEEP YOUR TIMETABLE SOMEWHERE SAFE.
- YOU MUST ENSURE YOU ATTEND ALL EXAMS.
- COLLECT FROM FORM TUTOR AT THE BACK OF THE HALL AT THE END OF THIS ASSEMBLY.

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# **ID CARDS & PHONE CARDS**

- **YOU WILL BE ISSUED WITH YOUR EXAM ID CARD AND PHONE CARD DURING PSHE ON FRIDAY 12<sup>TH</sup> MAY.**
- **KEEP YOUR EXAM ID CARD SAFE AND BRING IT WITH YOU TO EACH OF YOUR EXAMS.**
- **COMPLETE THE PHONE ID CARD WITH YOUR NAME AND SIGNATURE AND HAND IT IN WITH YOUR PHONE AT THE MOBILE PHONE COLLECTION**



# Finally.....

- We would all like to take this opportunity to wish you all every success in your forthcoming exams.
- If you have any queries please pop in and see me in the Exams Office during break or lunch time

## **GOOD LUCK YR 11**

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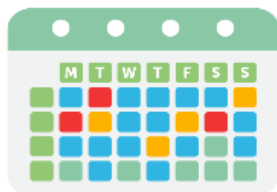
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### Flashcards

Create small cards with questions on the front, answers on the back.



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### Revision Cards

Break topics into manageable chunks to make them easier to learn (A5 size).



Go! ▶



### Revision notes

Share detailed notes on a topic.



Go! ▶



### Quizzes

Create fun, educational quizzes to test yourself and friends.



Go! ▶



### Mindmaps

Create a diagram to chart the relationships within a topic.



Go! ▶



### Crosswords

Create fun crosswords for when you need a break from intense revision.



Go! ▶



### Organise your thinking

Analyse the key elements of topic.



Go! ▶



### Quizsearches

Create a unique combination of a quiz and a wordsearch.



Go! ▶



### Shared resources

Share educational notes, presentations, websites, videos and podcasts.



## PROM SEATING ARRANGEMENTS

YOU CAN SIT IN GROUPS OF 4, 8 OR 12

ONE PERSON FROM YOUR GROUP WILL COME AND GET A FORM AND FILL IN THE FORM FOR EACH PERSON SAT AT YOUR TABLE. PLEASE INCLUDE FULL NAME AND TUTOR GROUP

HAND THE FORM INTO MY PIGEONHOLE IN THE MAIN OFFICE BY FRIDAY 5<sup>TH</sup> MAY

FAILURE TO DO SO OR LATENESS WILL RESULT IN YOU BEING SAT ON RANDOM TABLES

MENU CHOICES WILL BE IN REGISTERS TOMORROW, NEED NAME AND CHOICE ON THE SHEET AND HAND BACK TO TUTORS FOR MY PIGEONHOLE