

Exams

Important Information, Rules and Regulations



Mock Examinations
November 2025

Mrs Blyth, Examinations Officer

Timetables, seating plans and timings

Timetables

- emailed to your student email, and home, please **check carefully**
- master timetable on school website

Seating plans

- will be put up the day before each exam outside the Lower Hall, in the lobby area

Meeting area before exams

- For the first two days, at the front of school at the Foundation room end, and then the car park area outside the Lower Hall, or outside your individual room, if elsewhere

Timings

- **10.50am and 2.20pm** – with the exception of some afternoon exams which will start at **2pm**, (you may leave S3 at **1.15pm** for these early afternoon exams to get to the front of the lunch queue), and Spanish on the 28 November, starting at 9am
- Drama and BTEC Sport exams have been rescheduled to a later date and further maths has been moved from the afternoon of the 13 November to the morning at 10.50am
 - end time may be before the end of a lesson, in which case you return to lesson

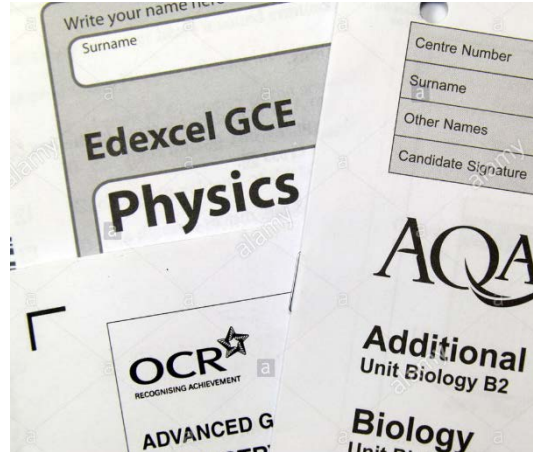
- Mobile Phones

- Random checks that mobile phone are off and in bags will take place in the Dome at the end of exams, and students will be expected to hand in their phones in the small rooms

Mock Exam Rules and Regulations

- These Exams will be run under the **same rules and conditions as your Summer GCSE exams.**
- In the unlikely event that exams are cancelled again these mock exam results may go towards a Teacher Assessed grade. These results will also be used for predicted grades
- Any behaviour that could be interpreted as disruptive or involve cheating could jeopardise these results, and may be reported to the Exam Board – **it is IMPORTANT you get these exams right – if you disrupt an exam you disadvantage other students around you, and that is UNFAIR**

No. 4 – At the start of the exam



- Get everything you need for the exam out of your bag **before** you enter the exam room. Your bag (with mobile phone, watches etc) must be placed in the allocated area away from your desk.
- You must enter the exam room in **silence**
- Listen to and follow any instructions given by the invigilator
- Check you have the correct paper, but do not open until told to do so
- Read the instructions on the front of the exam paper carefully
- Fill in your details, including your teacher's name on the front of the exam paper or answer booklet **only when told to do so**

Additional important Information
that you need to know.....

Exam Access arrangements - reminders

Extra time – you are encouraged to use it, you may be asked to change to a red pen when in extra time, may take you past the end of the school day (blue card on desk)

Rest breaks – hand up, paper taken away and clock stopped, paper given back at end of rest break (taken at desk unless otherwise agreed, maximum 10 minutes) and time added on to end of exam (orange card on desk)

WP users – remember to save your work and select 'print' and come to the office to check and sign your work

Reading pens – will be on your desk at the start of exam for you to use as needed, headphones provided

Ear plugs – must be non-electronic (and pre-agreed)

Prompter – Invigilator may tap on the desk or give you a 'time remaining' reminder

Computer readers - set up in advance and available for reading your exam papers, come to the exams office if you would like refresher training on how to use

If you do not feel your exam access arrangement is in place for a particular exam – put your hand up!

Feedback from the GCSE examiner for 2025/26

General Comments

Overall students covered the full range of questions. The quality and size of the handwriting was once again an extremely difficult issue to deal with for examiners. This was exacerbated when students had written their responses in very light blue pen. This meant that when this was scanned for marking it was very faint and very difficult to read. Students should be reminded to write in black ink as is requested on the paper instructions.

No. 1 – Don't be late and come prepared



- Check your timetable carefully for the start time and the rooming details.
- Arrive **at least 10** minutes before the start of each exam, with all equipment you need

No. 2 – Notify the School if you are unwell or have an injury



- If you are ill on the day of your exam your parent or carer **must** telephone the school and report your absence in the usual way
- We may need to make alternative arrangements for you to sit the exam on a different day

Additionally.....

- **You will be expected to be in the correct school uniform, coats may not be worn**
- **Toilet breaks will not be allowed**
- **Exam desk labels will include student photos, to help you and invigilators identify your seats more quickly, and to meet exam board guidelines on being able to identify students. We will be re-using the year 10 labels**

No. 10 – Be aware of the emergency procedures...



- Follow the instructions given by the invigilator, your evacuation place will be different to where you would go to on a normal school day. It will be in the rear staff car park, or on the grassed area outside the Lower Hall if you are in a different exam room to the Dome
- You **must not** talk to other candidates
- If instructed to evacuate you should leave all personal belongings and exam material in the exam room

Any questions or concerns?

- Please come and talk to us in the Exams Office (located near Reception), and don't leave it until the last minute!

Please watch the video in the link below this presentation carefully as there is important information you will need to know