



CRANBOURNE

# **GCSE Mock Exams**

**Information  
For  
Students  
2018/19**

Dear Student

This booklet has been written to help you prepare for your Mock Examinations. The school takes mock examinations very seriously and we adopt the same rules and regulations that we have to follow for the “real” exams – that way you are well prepared and nothing comes as a surprise in the summer of 2020.

At the end of the booklet are the statutory notices that we are required to give you prior to you sitting any external exam – we have enclosed them now so that you have the time to read them and are fully aware of the rules and regulations well in advance.

If you have any questions, please ask your subject teacher in the first instance, and if they cannot help you, then please ask Mrs Butland in the Exams Office.

## EXAMINATION TIMETABLE

You will receive your PERSONAL TIMETABLE after Christmas. Write down your exam dates in several places and keep checking them. It is often a good idea to take a picture of it on your phone! Please check your timetable carefully and if you have any queries about which papers you are taking, see your subject teacher.

## ROUTINES

Check your timetable for your exam, room and seat number. As a reminder of your seat number, there will be a notice outside of your allocated room on the day of your exam.

**Exams start at 9.00AM and 11.00AM. Students MUST stay for the duration of the exam.**

- **You need to arrive at your examination room AT LEAST 5 MINUTES PRIOR TO THE START TIME OF YOUR EXAM AS SHOWN ON YOUR TIMETABLE.**
- **Your bags will be placed at the back of your allocated room.**
- **If you wear a wrist watch, you will be asked to remove it and place it in your bag.**
- **Bring your black biros, pencils, ruler and rubber to the examination in a clear plastic bag or pencil case. No other kind of pencil case is allowed.** Make sure that you have everything you need for that particular examination paper, especially Maths – calculator, ruler, protractor, compasses. Pencil should **only** be used for drawing – remember to return to using a pen after finishing a drawing. It is your responsibility to come with the correct equipment.

- Water bottles are permitted in the exam room, but ALL labels are to be removed and any sports type drinking bottle must be transparent.
- Correction fluid of any kind e.g. Tippex, is not allowed
- You must not bring any un-authorised material into the examination room
- You are not allowed to leave the exam before the finish time
- Mobile phones, i-pods, smartwatches, headphones, or any technological/web enabled devices (such as a Fitbit) etc. are **NOT** allowed in the exam room. If you find that you have forgotten to put these away safely before entering your exam room, do not remain silent and keep them in your pocket. There will be an opportunity for you to hand anything un-authorised to the invigilators before the exam starts.  
PLEASE ENSURE ALL ELECTRONIC DEVICES ARE SWITCHED OFF COMPLETELY BEFORE HANDING THEM IN.
- You must not talk, or try to communicate with, other students in the exam room.

### **WHAT TO DO IF...**

#### *You are delayed*

Telephone the School (01256 868600) and then come to school as quickly as possible and report to reception without speaking to other students. You **may** still be able to go into the exam.

#### *You are unwell in the exam room*

Let the invigilator know.

#### *You are unwell & unable to sit the exam*

Telephone the school and to let us know why you are absent. You will need to arrange with the subject teacher of the paper that you have missed to sit it at an alternative time.

Please note that you can incur charges for non-attendance of exams.

### **BEFORE THE EXAMINATION**

To be at your best for the examination:

- Get a good night's sleep THROUGHOUT THE EXAMINATION PERIOD
- Get plenty of exercise THROUGHOUT THE EXAMINATION PERIOD – it helps your concentration
- Get all of your things ready the night before
- Eat a good breakfast
- Please make sure that you are in your school uniform

- Don't try to cram at the last minute - it rarely helps
- **Think positively** and don't underestimate yourself

### **DURING THE EXAMINATION**

Make sure you read all the instructions on the **FRONT** of the question paper so that you know which parts of the paper you should answer and whether you need anything with you (e.g. calculators etc. in a Maths and Science exams). Don't forget to fill in your **LEGAL** name and candidate number at the top of each exam paper.

The examination is NOT finished **until you have left the examination room**. You must remain silent throughout.

Time

- Make full use of all the exam time; don't finish too early
- Allow enough time for each question
- Use the clock in the exam room to avoid a last minute rush
- Answer the correct number of questions. Attempt **all** the questions you **are required** to answer
- Read through and check all your answers at the end

Which Questions?

Read **all** the questions first, slowly and carefully. **If you have a choice** then:

- Decide which you are going to do - choose those that will earn you the most marks
- Sort the order in which you want to do the questions.

Planning the answers

- Check carefully what the question asks for:

What *knowledge* and *facts* does it need?

Is it testing a skill e.g. *comprehension*?

Is it asking you to make *comparisons* and highlight *differences*?

- Could you improve your answer by using diagrams or sketches?
- Start your answer only when you are sure of your plan
- Don't worry if you see others starting to write, just concentrate on your planning

### **AFTER THE EXAMINATION**

After your exams you are required to go back to your lesson.

Look forward positively to the next examination. What have you learnt from this one that will help you for the next examination? Try to identify those things that you did well and those you need to improve the next time.

Do not waste time worrying about the examination you have just done - you cannot do anything about it!

GOOD LUCK!

# Exam Equipment

You are expected to bring the following equipment with you to your exams



Pens 15p  
Rulers 15p  
Pencils 10p  
Calculators £6.50



Casio Calculators, pens, pencils & rulers can be purchased from Mrs Crosby located in the Finance Office.



**NO IPODS, MOBILE PHONES  
MP3/4 PLAYERS  
SMARTWATCHES**

**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.

This poster must be displayed in a prominent place outside each examination room.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------

## 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