



AYLESTONE SCHOOL

Revision and Examination Handbook for Y11 Mock Exams

March 2023

Advice for students

My Notes:

[illegible]

This booklet is designed to give you information about your MOCK GCSE EXAMINATIONS, how they will run and what you can do to make sure that you make the best of your potential.

As an Examination Centre we must run all our GCSE Examinations under the strict instructions and rules as laid down by the exam boards and over-seen by the JCQ (Joint Council for Qualifications)

We run our Year 11 Mock GCSE Examinations under the same regulations as the GCSE external examinations thus enabling you to experience and understand what will be expected of you in May and June 2023. This experience will be invaluable to you as you will know exactly what is expected of you therefore you will not be worrying about the logistics of the exams leaving you free to concentrate on revision and the exam content.

REVISION

FAQs

When do I start revising? –

Now - Clear the decks for early revision. Make things easier for yourself and avoid stress and panic by revising early.

How do I begin? -

- Make a revision plan and timetable, if you are unsure how to do this, ask for help from your Head of Year, your tutor or subject teacher. Your subject teachers can also provide expert help with organisation and creating revision timetables.
- Find a quiet place where you can work undisturbed
- Include every subject in your revision plan

How long should I revise for? -

- Plan to do short bursts of revision in a variety of ways, give yourself regular breaks of 5-10 mins and use this time to treat yourself to something you really enjoy

What else can I do? -

- Get into the habit of revising at set times
- **Switch off the radio, TV/ CD and social network sites.** Your mind will concentrate better if you are not distracted.
- Ask people not to disturb you.
- Find what works for you – you will be given a variety of ideas to help you to revise, find the ones which work for you and uses them.

COPING WITH STRESS

If it's all getting too much – **STOP**. Talk to someone. A parent or a teacher can help, or talk with a friend whom you know to be sensible about work.

It can all seem to mount up, so try to review what has to be done. See how much time you have left and plan a fresh start – make a new timetable.

Get advice about catching up on work if you feel you need it. It is easier to sort these problems out sooner, rather than later.

Establish a routine and stick to it. Make sure that you have proper meals and that you sleep well and keep to your work plan.

Get plenty of exercise. If you are fit, your mind will be more alert and revision will be just a little bit easier.

BEFORE THE EXAMINATIONS

Examinations will run from Monday 6th March to Friday 18th March and will be predominantly held in the School Hall.

Keep an eye on the Exams Notice Board in the PE corridor for all, and especially, last minute notices!

Check your timetable carefully to make sure you know which exams you are doing each day in order that you come prepared for the right exam.

If you have a 9.00am examination **you should NOT go to your form room to register** as you will be registered in your examination room.

You should line up with your peers in the lower gym at 8.50am for morning exams and 1.10pm (or sometimes 1.00pm) for afternoon exams. Once you are **in the lower gym you are expected to line up quietly** as you wait to be called into the exam hall. It is important that you line up **quietly and calmly** as, although you may not be nervous, others may be and **you will do your best when you are calm and in the right mind-set for the exam.** **Please do not arrive late** as the exams start promptly and it is disruptive to you and other candidates if you arrive in the exam room late.

Once in the exam room the invigilators will give you all the instructions you need to conduct your exam in accordance with the rules and regulations as set down by the Joint Council for Qualifications.

Each candidate **must** provide their own equipment.

Note:

- **BLACK** ink or Biro must be used for all examinations.
- GEL PENS, FRICTION PENS OR CORRECTING FLUID must not be used in any of your answers
- HIGHLIGHTERS may be used to mark text on your question papers but not used in any of your answers

Make sure you have the right equipment with you for each of your exams:

- Black Pens
- Pencils
- Calculator
- Ruler and other mathematical instruments
- See through pencil case or plastic bag.
- You can bring water in a small plastic water bottle with the label removed - **WATER ONLY!**

If you are unsure what to bring, ASK!!

Mobile phones, smart watches, all watches, MP3/4 players, ipods and all products with an electronic communication/storage device or digital facility are NOT allowed in an examination room. If you are found to be in possession of any of these you risk being disqualified from your examination – even if it is turned off! The examination boards have a zero tolerance on this matter.

Please note that some of you will sit at the same desk for the duration of the exam season while others will have a different seat for each exam. Desks will be checked regularly to ensure that pupils have not written on them or caused any damage to them.

Laptops will be assigned to a pupil for the duration of the exam season and regularly cleared down of saved data. A printer will be available in the exam hall for you to print out your work. If required pen drives will also be available to pupils at the end of the exam for them to transfer their work ready for printing, these will also be cleared after each session.

ON THE DAY

- Arrive in plenty of time, check the seating plan on the Exams Notice Board outside the exam hall. Keep a check of the board and look to see if there have been any last minute notices that may apply to you.
- Go to the toilet before the exam starts. Unless there is a genuine medical reason for you to leave the room to go to the toilet, you will not be allowed to leave as this is disruptive to you and other candidates sitting the exam.
- If you have a mobile phone or ANY watch, hand them in to an invigilator or member of staff. These will be placed in a pouch with your name on it and then kept in a secure box until your exam is over. If you are found to be in possession of a mobile phone during your exam, you risk being disqualified – even if it is turned off!
- Leave your bags in either room 3 or in the lower gym, you will be told where before each exam. Line up in the lower gym in your columns as shown on the seating plan.
- Once you are lined up in the lower gym remain silent and listen to instructions given by invigilators or a member of senior management. Think of others! Even if you don't get stressed about exams, your friends and the other candidates may find silly or loud behaviour at this point hard to deal with and your behaviour can cause them to lose focus or become more anxious.
- Check your pockets again for any items which are not permitted in the exam room.

If you are ill on the day of the exam, please let us know as soon as possible. Arrangements will be made for you to take the exam on another day – this arrangement is for mock exams only. If you miss an exam in May/June, you will not be able to take it at a later date.

IN THE EXAM HALL

Instructions during the examination

- Listen to the invigilator and follow their instructions at all times.
- Tell the invigilator at once:
 - if you think you have been given the wrong question paper – **it is your responsibility to check that you have been given the correct paper;**
 - if you do not have all of the materials listed on the front of the paper;
 - if the question paper is incomplete or badly printed.
- Read carefully and follow the instructions on the question paper/answer booklet.
- Fill in all the details required on the front of the question paper and/or the answer booklet only when you are instructed to do so by the lead invigilator.
- **Remember to write your answers within the designated sections of the answer booklet.**
- Cross through any rough work and hand it in with your answers.

Advice and assistance

Put up your hand during the examination if:

- you have a problem and are in doubt about what you should do;
- you do not feel well;
- you need more paper or your equipment has become faulty.

You must not ask for, and will not be given, any explanation of the question content or which ones you should answer.

CHEATING!

- **Mobile phone, electric gadgets, smart watches and now ALL WATCHES!**

All incidents of malpractice during your Mock GCSEs will be reported to the Head or Deputy Head teacher who will interview you about this and your parents will be invited in to school for a meeting to discuss your conduct.

If you are caught cheating repeatedly then the school may decide not to enter you for any GCSE exams and you will have to find another exam centre to sit your exams as we cannot risk losing our Examination Centre Accreditation.

During GCSE external examinations all incidents of malpractice will be reported to the exam board and the most likely outcome will be that you will lose marks for that paper or possibly be disqualified from the whole examination.

DON'T RISK IT! You could lose everything!

- **Disruptive behaviour**

If you have finished your paper, need inspiration or have the fidgets do not turn around in your chair, stare across to the next row or communicate in any way, as this is deemed to be disruptive to other candidates or seen as cheating and you will be warned by the invigilator.

Do not tap your pens, fingers or feet in any way that will annoy other candidates. Do not write on the desks, draw on your hands or arms or doodle on your exam papers. If you persist in any of this behaviour, you will be removed from the exam room and your head of year and learning co-ordinator will be notified.

You will have to re-sit the exam in your own time, possibly after the school day.

HELPFUL HINTS FOR COMPLETION OF EXAM PAPERS

- Read your exam paper – underline/highlight important points and key words in the question.
- Read the exam paper twice – ten minutes now can save errors later on.
- Plan your time and make sure that you leave at least 5 minutes at the end to go over your work.
- The invigilators are not permitted to give you time checks during the examination but can and will give you a five minute warning before the exam is due to end.
- You may decide which question you can do best and do it first – this will help boost your confidence.
- **Do not write outside the printed area of the question, or the border of the page.** If you do so, any answer will not be scanned and you will lose the marks for that part of your answer.
- If you overrun on a particular question, **do not squeeze in the end of your answer on the bottom of the question or use the space for the next question;** if you do it may not be marked. In this case **use additional answer paper.**
- If need to use additional answer paper, ensure that you:
 - complete all the ***candidate details on each*** piece of paper;
 - clearly mark the number and point of the question that you are answering.
- Include all your workings – you can pick up valuable marks for this.
- Do all your rough work in your answer book and lightly cross through any work that you do not wish to be marked.
- Use only a **black pen** in your answers.

REMEMBER:

Don't let your handwriting let you down - if your teacher can't read it, then they can't mark it!

Above all, DON'T PANIC!

If your mind goes blank, read the question again, note the key words and start again. If this doesn't help, don't waste time, move on the next question and come back to it.

AT THE END OF THE EXAMINATION

- Do not leave the examination room until told to do so by the invigilator.
- Do not take any examination stationery from the examination room, (i.e. the question paper, answer booklets used or unused), rough work or any other materials provided for the examination.
- If you have been awarded extra time take advantage of it or it may be taken away from you if you do not use it.
- Please leave the examination room in a quiet and orderly fashion.
- You have finished your exam but others may still be working.
- Make sure that you are well away from the exam hall before you start to talk to your friends as your noisy behaviour may cause others who are still working to lose focus.
- Once you have left the exam room, don't spend time going through the paper afterwards. It's over! Relax and then start to prepare for the next examination.

HELP IS HERE FOR YOU - You Just Need to Ask

- If you are feeling stressed, worried or upset before or during the exam period then have a chat with your parents or carers. Believe it or not they too want you to do well and can help you with your exam organisation and emotions.
- Your subject teachers and form tutors are also always there to help, offering advice and support to assist you through the exam period.
- If you have any queries, concerns or feel unsure about your examination arrangements go and see Mrs Lambert, the Examinations officer, in room 6. She can also arm you with coping strategies and give you tips for dealing with stress and sort out any other problems, questions or queries you may have.

and finally

Good Luck!

