

VERY IMPORTANT INFORMATION- FOR 6TH FORM STUDENTS



November 2018

Dear Students

Re: January 2019 Mock GCE Exams – YEAR 13

On the reverse side of this letter, you will find the timetable for the above exams which take place between **Thursday 3rd January and Tuesday 8th January 2019**. Please check this information very carefully to ensure you are aware of your specific subjects and the **start times** for each session. If there are any questions or concerns, please speak either to the form tutor, the subject teacher, or come and see me in the Exams Office as soon as possible.

If you have a clash of subjects or if you are ill and miss any exams then it is your responsibility to rearrange the exams that you have missed within the various clash sessions built into the timetable. Look at your timetable and choose a suitable time when you are not sitting one of the scheduled exams. Then come and inform me in the exams office so I can make arrangements for the exam papers to be made available for you on your chosen day.

All exams will be taking place in the **Hall** unless you have an access arrangement. Students should attend registration as normal prior to any **morning** exams.

- **As soon as you have registered** you should proceed **immediately** to the Hall where you can leave your belongings & wait quietly to be assembled in the correct order to take their seats.
- Only half of the hall will be set up for exams, so students will enter by the double doors nearer to the PE department. Please be aware despite all efforts the hall can be colder than being in a classroom, so please dress accordingly.

I will take this opportunity to summarise the following key points as a reminder to students:

- ✓ **Make sure you know the time & place of all your exams – be in good time (at least 5 minutes early)!**
- ✓ **For the mock exams we shall ask you to turn off phones and leave these in your bags. Under normal exam conditions the following would apply.**
- ✓ **Do NOT bring mobile phones, iPods, iWatch or wear a wrist watch which has a data storage device or any other electronic device to the exam room. All alarms on watches should be turned off. JCQ have now requested that all watches are taken off and are put on desks in sight of the invigilators, prior to the start of each exam.**
- ✓ **ONLY bring the items you will need for each exam, e.g. black pens, mathematical instruments, colouring pencils, calculator etc. – only transparent pencil cases should be used or a clear plastic bag. No other belongings are permitted.**
- ✓ **You may bring one small bottle of plain water in a clear plastic container with the label removed. No other food or drink is allowed.**
- ✓ **Please observe the rules of SILENCE – before, during & after the exam.**
- ✓ **Follow ALL instructions from staff and invigilators.**

Please be aware that equipment will not be given out unless a replacement is required. It is the responsibility of the student to come prepared for each exam with the correct equipment which includes at least two black pens.

The exam notice board has up to date information regarding the current exam series and other relevant information. Please make sure you familiarise yourself with the notice board, located outside Science Lab 3 adjacent to the snack kiosk, prior to the exams.

Good luck with your revision ☺

**Mrs K Tipping
Examinations Officer**