**Mock Exams Series 2 – Tuesday 5th January to Friday 22nd January 2021**

**Information for students**

Your second series of mock exams will run between Tuesday 5th and Friday 22nd January 2021. These exams will allow us to be able to see how well you have progressed since October and to highlight further areas that you may need to work on. Please make sure that you have read and understood the following key information:

**Timetable**

* You have received a copy of the timetable with this information. Please make sure that you have checked and highlighted when your exams are.
* All exams will again be held for most students in the Sports Hall. Some students will again be asked to take exams in the Drama Studio or GT3. French and German higher tier listening exams will take place in GT3.

**Exam rules and regulations**

* You MUST NOT take a mobile phone/ smart watch into an exam room. ALL mobile phones/ smart watches MUST be stored in a bag or coat and put inside an available cage. Mobile phones MUST NOT be handed in to a member of staff for safe keeping.

**Before the examination**

* All students will put bags and coats in the cages provided, before going to the exam room. Bags and coats MUST NOT be stored with a member of staff.
* All cages will be stored in the MAIN HALL.
* You will enter the Hall via the Main Square entrance and then leave you bag and coat in the cages provided. All cages will be locked during the examination.

**Access to the exam room**

* For the Sports Hall, once you have left your bag and coat in the cage, students will leave the hall via the exit at the rear, opposite the tennis courts/ field. You will then access the Sports Hall via the path around the back of the changing rooms.
* For Drama, students will also exit from the rear of the hall and go back through the main gate to the exam room.
* GT3 students can access the exam room through the area by the toilets/ pastoral offices.
* Once outside the exam room, students will line up in their exam rows quietly and wait for further instructions.

**Entering the exam room and conduct during the exam**

* Once inside the exam room, students MUST not communicate with anyone other than the exam invigilators. Students may do this by raising their hand and waiting until someone arrives to speak to them.
* Mock exam expectations follow the same rules as for actual exams. Students should follow all instructions and not disrupt or prevent others from focussing on their work.

**Session 1 exams (8.40 start)**

* Students will register in their form rooms at 8.30 and then proceed to the hall to store bags and coats in the cages. Exams are due to start at 8.40.

**Session 2 exams (10.05 start)**

* Students should start to leave bags and coats in the hall between 9.50 and 10.00. At 10.00 students must leave the hall to go to the exam room. Exams are due to start at 10.05.

**Session 3 exams (13.05 start)**

* Students should start to leave bags and coats in the hall between 12.45 and 12.55. At 12.55, students must leave the hall to go to the exam room. Exams are due to start at 13.05.