

YEAR 13 Mock Examinations January 2025

Balcarras is responsible for implementing and facilitating a very precise set of requirements in all public Exams and are governed by JCQ (Joint Council for Qualifications) in this process. The Exams Officer, Assistant Exams Officer and a team of invigilators will enforce these rules and regulations for the Year 13 mock exams providing a realistic view of examinations in preparation for the summer.

Examination Timetables

All students will be given a copy of their individual examination timetable. The generic timetable can be found on the website www.balcarras.gloucs.sch.uk/exams Replacement copies can be obtained from The Exams office located in the sixth form block.

Punctuality is very important. The Mock Exams are scheduled to **commence at 9am, 12pm and 2.30pm** students **must** arrive **20 minutes before** the scheduled start time – this is to ensure all students can be seated, in a calm and orderly fashion, notices read, and examinations are started promptly.

Please be advised:

- *Students with morning exams starting at 9am and 14.30pm should go straight to their examination venue*
- *Students who do not have a 9am or 14.30pm exam should go to tutor as normal*
- *Students must attend their usual lessons when they do not have an exam timetabled. Tutors will support students and direct them to do independent revision/specific revision for their subject and/or NEA coursework.*

Rooming

We are unable to allocate the same room and the same seat for all examinations over the 2-week period. The student's individual copy of the examination timetable will detail which room they will be taking their exam, no seating plans will be published on the notice board except for last minutes unavoidable room changes.

What to wear?

The uniform rules for examinations are the same as for normal school lessons.

What to bring?

It is the student's responsibility to ensure they have the correct equipment/tools they will require during the exam.

- **Black pens** only to write with (no gel pens)
- Pencil, eraser, ruler etc
- Maths equipment
- Calculator (must be cleared of memory in advance. Calculator lids/cases are not permitted)

- Students may bring these items in a clear pencil case/bag.

Please note that hi-lighter pens maybe used on the question paper but NOT on the students answers. Correction fluid/tape are also not allowed.

Students may bring a drink, but it must be **clear** liquid in a **clear bottle** - the invigilators must be able to “see through” it. No labels or writing on the bottles.

Students must not write anything until invited to do so. Any student doing extra time will be asked to write with a different coloured pen (provided) to indicate their work done during the extra time.

Students, wherever possible must avoid bringing any personal possessions. Please bring to school only what is required to sit the exam. If this is unavoidable, items must be stored securely, no bags are to be brought into the exam room or left outside.

NB: The school cannot be held responsible for the safety of student’s possessions.

Prohibited Items

Airpods/Earphones/earbuds/Ipods

Mobile Phones or similar devices

Watches

Smartglasses

These items are **strictly prohibited** from the examination room. If possible, it is advisable to **leave these items at home** – THEY WILL NOT BE PERMITTED INTO THE EXAMINATION ROOM. If bringing them in is unavoidable students will be asked to hand them into an invigilator whereupon they may be collected outside of the exam’s office after the exam.

NB: The exams office cannot accept responsibility for these items.

Conduct

The high levels of conduct expected at Balcarras extends to behaviour during the examination period. Appropriate conduct during the exams is of utmost importance for the good of all students, any student found talking, napping, creating a disturbance or exhibiting unruly behaviour will be asked to leave the examination room and be reported to senior management.

Students will be under exam conditions from the moment they enter the exam room until the moment they leave. Students are asked to respect the exam barriers and to move quickly and quietly away when they leave the exam room – others may still be working!

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