

EXAM INFORMATION BOOKLET

Dear Student

This booklet has been written to help you prepare for your mock and formal exams. Henlow Academy takes mock exams very seriously and we adopt the same rules and regulations that are in place for formal exams. This ensures you are well prepared and nothing comes as a surprise in the future.

You must read this booklet, along with the statutory notices at the end of this booklet, so you are fully aware of the rules and regulations.

If you have any questions, please do not hesitate to ask your form teacher or the Exam Officer.

Good luck!



Exam Timetable

You will receive your personal exam timetable via EduLink at least four to six weeks before your first exam. Please check your timetable carefully and if you have any queries about which exams you are taking, or the tier of entry, please see your subject teacher.



Routines

- Check your exam timetable daily to see which exam you are taking, the room and seat number.
- Morning exams start at **9AM** and afternoon exams start at **1:35PM**. You must be signed in at morning registration before going to your exam.
- Any longer exam or extra time needed in an afternoon exam, may mean the exam runs over the end of the school day. Please ensure you have made travel arrangements for getting home.
- Please arrive promptly to your exam room. We recommend you arrive at least 10 minutes prior to the start time.
- If your exam is in the Sports Hall, please congregate outside the changing room entrance.
- If you are in a small room, please make your way to the correct room and wait outside. If you are unsure where any of your rooms are, then please ask.
- Students must stay for the duration of the exam and you are not allowed to leave the exam until you are dismissed.



Rules and Regulations

- Bags are not permitted in any exam room – Please ensure that all bags are placed in a locker before you go to your exam room.
- You **must not** bring any unauthorised items into the exam room. All watches, mobile phones, i-pods, headphones, or any technological/web enabled device or similar (such as a Fitbit or MP3/4) etc. are not allowed. You must store these securely in your locker before entering the exam room. Please refer to the poster at the end of this booklet.

- If you find that you have forgotten to store any of these items away, do not remain silent or keep them in your pocket. There will be an opportunity for you to hand anything unauthorised to the invigilator before the exam starts. A pre-labelled bag will be provided on your exam desk for such items. Please ensure all electronic devices are switched off completely before handing them in.
- Water bottles are permitted in the exam room, but all labels are to be removed and any sports type drinking bottle, must be transparent.
- You must write in black pen. Please bring these, along with your pencils, ruler and rubber in a **clear** pencil case or **clear** plastic bag. No other kind of pencil case is allowed. Make sure that you have everything you need for that particular exam, especially Maths – calculator, ruler, protractor, compasses. Pencils 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. **Calculator lids** are also a prohibited item, please do not bring this to the exam room.
- Correction fluid of any kind e.g. Tippex, is not allowed. If you have made an error, cross it through.
- School uniform must be worn at all times. Hoodies are not permitted in the exam room, and headwear (unless it is for religious purposes) is also not allowed as invigilators have to be able to see that headphones/earbuds are not in use.



Behaviour in Exam rooms

- You are solely responsible for your behaviour choices during an exam.
- You must enter the exam room in silence.
- You must not talk, or try to communicate with other students before, during or after the exam whilst in the exam room.
- Communication includes both verbal and non-verbal communication. This can include trying to get another students' attention, turning around, waving etc. Sanctions will be issued for any disruptions to exams.
- Listen to, and follow all instructions given by invigilators or staff.



Before the exam

To be at your best for the exam.....

- Try to get a good night's sleep throughout the exam period. Make sure you have eaten well and had enough to drink.
- Try to get plenty of exercise throughout the exam period – it may help relieve stress and help your concentration.
- Get your things ready the night before.
- Please dress appropriately, even on warm days; it can be cool in the hall, and very warm in smaller rooms.
- Don't try to cram revision in at the last minute - it rarely helps.
- Be determined - willpower counts!
- Don't be put off by what other students say they have done.
- Think positively and don't underestimate yourself.



During the exam

- Make sure you read the instructions on the front of the question paper carefully so that you understand what you need to do or if you will need specific items, such as a calculator.
- Don't forget to fill in your legal name and exam number at the top of each exam paper.
- The exam is not finished until you have left the exam room. You must remain silent throughout.



Time Management

- Make full use of all the exam time; try not to 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.



Planning the answers

- Check carefully what the question asks for and check for any command words.
- 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?
- For longer answer questions, start your answer only when you are sure of your plan.
- Don't worry if you see others starting to write, concentrate on your planning.



After the exam

- Do not waste time worrying about the exam you have just completed – If it is a mock, your subject teacher will give you feedback once marked.
- Look forward positively to the next exam. What have you learnt from this exam that will help you for the next exam? Try to identify what went well and where you may need to improve for next time.



FAQ's What to do if...

You are delayed - Telephone the Academy (**01462 813733**) and then come to school as quickly as possible and report to reception. You may still be able to take the exam.

You are unwell & unable to take the exam - Telephone reception to let us know why you are absent. If it is a mock exam, you may be able to catch up at an alternative time. If it is a formal exam, contact the Exam Officer.

You are unwell in the exam room - Put your hand up to let the invigilator know.

You are disturbed by something in the exam room - Put your hand up to let the invigilator know.

NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone
or any watch, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

Warning to candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an 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 2022