

This is a very important year for you with your GCSE exams at the end of it in May and June 2021. There are some bits of information that you need to have now that relate to your coursework and your written exams. This document will be e-mailed to you so you can use the links to take you to the relevant documents.

When you write your name on your exam paper it should be your **full legal name** as written at the top of this document, and NOT your preferred name. Your exam certificates are a legal record of your results and must therefore be in your legal name.

Your candidate number is at the top of this document - please remember this and put it on all of your exam papers and the work you produce as coursework that will go towards your final grade.

Please read the notice [Information for candidates: written exams](#) which explains what you can and can't do in the written exams. When you have your mock exams we always try to make them as real as possible so you are fully prepared and know what to expect when you sit the real GCSE exams in May and June.

Invigilators will follow these regulations and tell you in the exam if you are doing anything that breaches the rules. If you do not follow the exam rules you are putting yourself at risk of being disqualified by the exam boards.

Coursework: The official name for a coursework unit, which is work that you complete during the year (or perhaps last year) and which counts towards your final exam grade is **Non-Examined Assessment** or NEA. There are lots of regulations about what you can and can't do. It is really important that you read the guidance notes. One of them tells you about receiving your mark for any NEA work later next year and how you can ask for more information about it.

[Information for candidates: NEA](#)

[Social Media information](#)

[Appeals against centre assessed marks](#)

Important Dates:

There will be internal mock GCSE exams in November for English Language and Literature, maths and science (9th to 13th). The timetable is on the next page.

Further mock exams in all of your GCSE subjects will be held at the end of February 2021.

The GCSE exam period 2021 has not been finalised but should be during May and June. The **contingency exam day** is on Tuesday 29th June. This day will be used if an exam, in the event of a serious national or local incident, needs to be rearranged for a later date to allow all students a fair and equal chance. All exam candidates must be available to sit exams from the start of the exams through to 29th June 2021. This decision is not a school decision and does apply to all candidates in all schools.

Year 11 Mock November Examination Timetable 2020

Learn and remember your candidate number. You will need this for all of your exams. Without your number on your exam paper there is a risk that it will not be identified and you may not receive a grade.

All Year 11's will be taking a mock exam in Maths (x3), Science (x3) and English Language and English Literature. The science mock exams will be one paper for each subject (biology, chemistry and physics).

All exams will start at 9.00 am or 11.45am as per the timetable below. They will start on time so please don't be late. Please register with your tutor as usual in the morning and then go straight to your exam room. There will be no study leave and you should follow your normal timetable when you don't have an exam.

Week Commencing 9th November (timetable week 2)

MONDAY 9 th	TUESDAY 10 th	WEDNESDAY 11 th	THURSDAY 12 th	FRIDAY 13 th
	START TIME 9:00	START TIME 9:00	START TIME 9:00	START TIME 9:00
	Combined Science Biology 1h 15m Biology 1h 45m	Combined Science Chemistry 1h 15m Chemistry 1h 45m	English Language 1h 45m	Combined Science Physics 1h 15m Physics 1h 45m
START TIME 11:45	START TIME 11:45	START TIME 11:45	START TIME 11:45	
Maths Paper 1 (non-calc) 1h 30m	Maths Paper 2 (calc) 1h 30m	English Literature 1h 30m	Maths Paper 3 (calc) 1h 30m	

Things to remember before your exams.....

Mock exams will be run under formal conditions providing you with the opportunity to practice exam technique, manage your time and generally help deal with the practicalities of sitting exams. The rules and regulations required for the real exams will apply to the mocks.

Exam Procedure

- ✓ The seating list for each exam will be put up on the window in the dining room prior to each the exam. This is an alphabetical list showing which room and seat you have been allocated for the exam.
- ✓ Check the list carefully. Sometimes you will not be sitting in the hall even if you have sat there before.
- ✓ You must ensure you sit in the correct seat as otherwise you may sit the wrong paper!
- ✓ If the exam is in the hall you leave your bag in your locker or in the crates provided. If you leave you bag in a crate it will be unattended. If you have been allocated another room please take your bag with you.

Exams in the hall

- You are not allowed to take your phone, any kind of watch or any unauthorised material into the exam room. You should hand in your phone and any valuables to the invigilator before you go into the hall.
- Wait quietly under the covered area outside the dining room.
- You will be asked to line up behind the letter of the row that you will be sitting in.
- A member of the leadership team will tell you when it is time to move into the exam room.

Exams in another room

If you have been allocated another room to sit your exams in, please take your bag with you and wait outside until you are invited in by the invigilator.

Exam Rules

- ✓ Once you enter the room you must remain silent at all times. If you need any equipment or help you must put your hand up.
- ✓ You must listen carefully to the announcement and follow the exam rules.
- ✓ At the end of the exam, your paper will be collected and your phone and any possessions will be returned. You must remain silent and wait to be dismissed

- ✓ Leave the exam room in silence and move away quickly – there may still be people working and even though you are outside you can still be heard!
- ✓ Go quickly and quietly, following the one way system, to the lesson you would normally be in at the time your exam finishes

Remember!

- ! Use only a clear pencil case.
- ! Written work must be done in **black ink/ biro**.
- ! Do not use correcting pens, highlighters or gel pens in your answers.
- ! Drinks bottles must be see through and must not have any writing or labels on them.



- You will need a **calculator** for all of the science papers and the two maths calculator papers.
- The invigilators will have some spare equipment but not always enough to lend out and you will be disadvantaged if you do not have the equipment you need.
- You **must not turn around** but should face the front of the room at all times.
- When you have finished, you must stay in silence, others may still be working, please respect them.
- If you have any questions, contact the exams officer, or ask Mr Nichol or your tutor for help.