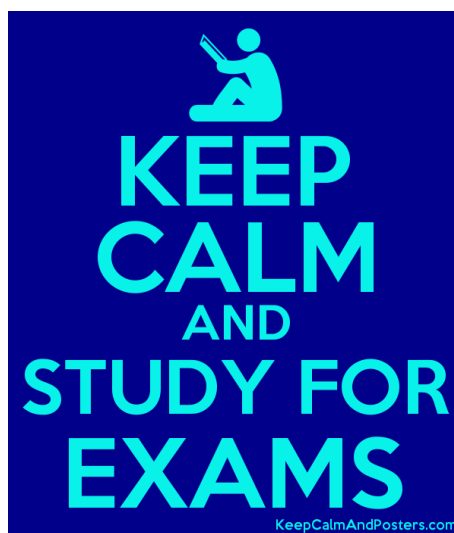




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Kingswood House School

Candidate Mock Exam Handbook November 2023



Introduction

Kingswood House School is committed to ensuring that candidates are fully briefed on the examination and assessment process in place in the centre and are made aware of the required School instructions and information for candidates.

Purpose of the candidate mock exam handbook

To ensure candidates are provided with all relevant information about their exams and assessments and to answer any questions candidates may have.



Written exams

You will find a printed timetable of the dates and times of your exams at the back of this booklet. It is **your responsibility** to check this and make sure you know when your exams are taking place.

Where you will take your exams

The main cohort will be sitting their exams in School Hall. If you require a Reader or Scribe or separate invigilation, you will be allocated a separate room and informed on the day where to go.

What time your exams will start

Morning exams will start at 0900. You must report to the School Hall 15 minutes before your exam is due to start for registration. A copy of the Mock Exam Timetable is at the back of this Handbook.



If you use public transport to get to school, you **must** check for disruptions on your route and allow plenty of time for your journey. If you come to school by car, you **must** check for disruptions on your route and allow plenty of time for your journey.

It is **your** responsibility to ensure you arrive on time for your exams.

What to do if you arrive late for an exam

If you are late for an exam you must report to the School Office. Depending on how late you are, you may be allowed to join the exam. If it is feasible, you will be allowed the full time to complete the exam.



The reason for the lateness must be explained in writing by your parents.

What to do if you are unwell on the day of an exam

If you are unwell on the day of an exam, you need to contact the School Office as early as possible.



Supervision during your exams

Exams are supervised by a team of trained invigilators. Even though the Mock exams are internal exams, the invigilators will still follow rules and regulations as directed by JCQ awarding bodies. Any malpractice incidents may still be reported to the appropriate awarding body. You **MUST** follow all instructions given to you by the invigilator.

Exam conditions – NO TALKING ALLOWED!

You must listen carefully to all instructions given by the invigilators. You should arrive promptly for your exam (about 10 minutes before) and wait in silence outside the designated exam room. You are under exam conditions as soon as you enter the exam room until you are given permission to leave by the invigilator.

In the exam room you **must not** communicate with other candidates.

The Centre number, name of the exam and start and finish times will be clearly displayed in the room. There will be a digital clock clearly visible.



You are responsible for producing legible handwriting in your exam unless you have been allocated a Scribe.

Where you will sit in the exam room

You must sit in the place allocated to you. Your desk will be clearly marked with a seating card. A seating plan will also be on display outside the exam room.

What equipment you need to bring to your exams

You **must** bring a see-through pencil case with **only** the following equipment:

- at least **2** black pens
- at least **2** blue pens (to use for extra time)
- at least **2** pencils
- an eraser
- a pencil sharpener
- a ruler
- a protractor
- a compass
- calculators without lid



You **must not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens.

Using calculators



You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams, which state:

Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

<p>Calculators must be:</p> <ul style="list-style-type: none"> ○ of a size suitable for use on the desk; ○ either battery or solar powered; ○ free of lids, cases and covers which have printed instructions or formulas. 	<p>Calculators must not:</p> <ul style="list-style-type: none"> • be designed or adapted to offer any of these facilities: - <ul style="list-style-type: none"> ○ language translators; ○ symbolic algebra manipulation; ○ symbolic differentiation or integration; ○ communication with other machines or the internet; • be borrowed from another candidate during an examination for any reason; • have retrievable information stored in them - this includes: <ul style="list-style-type: none"> ○ databanks; ○ dictionaries; ○ mathematical formulas; ○ text.
<p>The candidate is responsible for the following:</p> <ul style="list-style-type: none"> ○ the calculator's power supply; ○ the calculator's working condition; ○ clearing anything stored in the calculator. 	

What you should **NOT** bring into the exam room

You must not bring any electronic devices such as iPods or mobile phones into the exam room. You are also not allowed any watches or notes. You will be asked to empty your pockets and to show your hands and arms to ensure they have no writing on them.

Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in **DISQUALIFICATION** from your examination.

During an exam **all** watches must be removed. There will be a property box with the invigilator for storing personal items.

Food and drink in the exam room

No food is allowed in the exam room (unless required for medical reasons in which case written notification should be provided before the start of the exams period). A clear water bottle with a **sports cap** is allowed as long as **the label** has been removed.



What you should wear for your exams

Full school uniform **must** be worn for exams.

Where your personal belongings will be stored during your exam

Do **not** bring personal belongings into the exam room. Any other personal items confiscated will be stored in the property box by the invigilator and all devices must be switched off. This box will be kept on the invigilator's desk at the front of the room. School bags and coats can be stored outside the exam room if necessary.

What happens in the event of an emergency in the exam room



If there is an emergency in the exam room, you must listen carefully and follow the instructions given by the invigilator. In the event of an emergency, invigilators at Kingswood House School have been informed that they must take the following action (in accordance with JCQ ICE regulation 25: Emergencies).

- Candidates must remain in silence at all times
- Candidates will be instructed to stop writing
- The attendance register will be collected to ensure that all candidates are present
- Candidates will be instructed to leave all question papers and answer booklets on their desk
- Once evacuated, Candidates must stay with their invigilator and must not discuss the examination.
- Candidates will be lead to the assembly point until it is safe to return.

Revision during the examination period

Students are expected to be in School throughout the duration of the examination period, whether they have an exam or not (unless agreed otherwise by the Head of Seniors). During this time, students will continue to attend lessons/revision periods as normal in order to prepare for the exams.

Candidates with access arrangements

If you have access arrangements in place for your exams, the SENCo will have discussed these with you and explained what they mean.

If you have been awarded extra time, you will need to transfer from black ink to blue to demonstrate the work done in the extra time.

Suspected malpractice

If there is any suspicion of malpractice, this will be dealt with in line with the School's policy on malpractice. It is important to understand that this is **VERY** serious. You might be removed from the exam room and the Headmaster might decide to penalise or disqualify you.

Information for candidates Using social media and examinations/assessments



Image by Patrice Jones

This document has been written to help you stay within exam regulations.

Please read it carefully.

We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.

However, it is important to consider what you say and to think about what information is being shared as there are limits to what you can share and you need to be careful not to break the rules. The rules are in place to ensure that exams are fair to everyone, students don't become worried about false rumours and any real issues can be sorted out quickly by the right people.

We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



Image by Ben Wight

You need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

Please take the time to familiarise yourself with the JCQ rules:

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>





AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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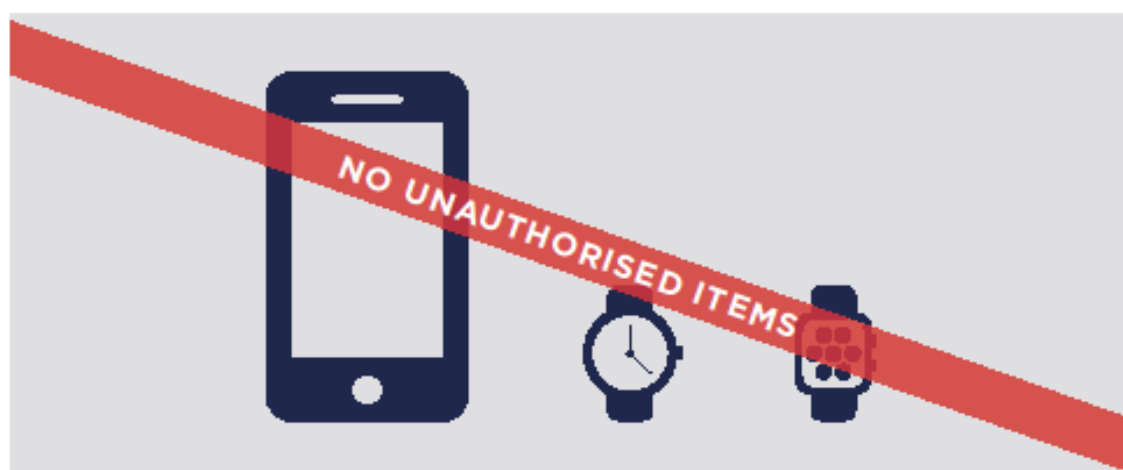
Warning to Candidates

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.

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.

This poster must be displayed in a prominent place outside each examination room.



Joint Council for
Qualifications^{CIC}

Information for candidates

Written examinations

With effect from 1 September 2023

Produced on behalf of:



This document has been written to help you. Read it carefully and follow the instructions.

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A. Regulations – Make sure you understand the rules

- 1 Be on time for all your exams. If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the exam.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 You **must not** take into the exam room:
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch

Any pencil cases taken into the exam room **must** be see-through.

Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

- 5 If you have a watch, the invigilator will ask you to hand it to them.
- 6 **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 **Do not** talk to or try to communicate with, or disturb other candidates once the exam has started.
- 8 You **must not** write inappropriate, obscene or offensive material.
- 9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 10 **Do not** borrow anything from another candidate during the exam.

B. Information – Make sure you attend your exams and bring what you need

- 1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4 Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
- 5 You **must** write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in it;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) **do not** bring into the exam room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spell checker unless you are told otherwise.

D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - (b) the question paper is incomplete or badly printed.
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. **Do not** open the question paper until you are instructed that the exam has begun.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.

Make sure you add your candidate details to any additional answersheets that you use, including those used for rough work.

E. Advice and assistance

- 1 If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the exam if:
 - (a) you have a problem and are in doubt about what you should do;
 - (b) you do not feel well;
 - (c) you need more paper.
- 3 **You must** not ask for, and will not be given, any explanation of the questions.

F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.

Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.

- 2 Do not leave the exam room until told to do so by the invigilator.
- 3 Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



Week 1

Year 11 Mock GCSE Exams Timetable November 2023

Examinations to be held in Langlands Hall, Drama Rm, Sports Rm

Mon 6 Nov	Tues 7 Nov	Wed 8 Nov	Thurs 9 Nov	Fri 10 Nov
0830 Registration	0830 Registration	0830 Registration	0830 Registration	0830 Registration
ENGLISH LANGUAGE 1 1 hour 45 mins 0900-1045 (1112)	MATHS 1 (calculator) 2 hours 0900-1100 (1130)	DT 2 hours 0900-1100 (1130) FRENCH READING 45 mins/1 hour F: 0900-0945 (0957) H: 0900-1000 (1015)	ENGLISH LITERATURE 1 1 hour 45 mins 0900-1045 (1112)	CHEMISTRY 1 hour 15 mins 0900 – 1015 (1034)
Break 1055 - 1155	Break 1055 - 1155	Break 1055 - 1155	Break 1055 - 1155	Break 1055 - 1125
Revision Session 1155-1235	Revision Session 1155-1235	Revision Session 1155-1235	Revision Session 1155-1235	Revision Session 1125-1305
Lunch 1235– 1315	Lunch 1235– 1315	Lunch 1235– 1315	Lunch 1235– 1315	Lunch 1305–11410
PHYSICS 1 hour 15 mins 1330 – 1445 (1504)	GEOGRAPHY 1 1 hour 30 mins 1330-1500 (1523) CLASSICS 1 1 hour 30 mins 1330-1500 (1523)	COMPUTER SCIENCE 1 1 hour 30 mins 1330-1500 (1523)	HISTORY 2 1 hour 45 mins 1330-1515 (1542) PE 1 1 hour 15 mins 1330 – 1445 (1504)	Revision Session 1155-1235

Study Leave will start Wednesday 1 November at 1600. Pupils are allowed to study at home on Thursday 2 and Friday 3 November
Pupils are expected to be a school by 0830 as normal. They may go home after their first exam if they do not have an afternoon exam
Pupils may arrive at school by 1315 for an afternoon exam if they do not have a morning exam

Art Examination (10 hours) January 2024 TBC
French Speaking and Listening Examinations (35/45 mins) - Week commencing 30th October TBC



Year 11 Mock GCSE Exams Timetable November 2023

Examinations to be held in Langlands Hall, Drama Rm, Sports Rm

Week 2

Mon 13 Nov	Tues 14 Nov	Wed 15 Nov	Thurs 16 Nov	Fri 17 Nov
0830 Registration	0830 Registration	0830 Registration	0830 Registration	0830 Registration
ENGLISH LANGUAGE 2 1 hour 45 mins 0900-1045 (1112)	MATHS 2 (calculator) 2 hours 0900-1100 (1130)	DRAMA 1 hour 45 mins 0900-1045 (1112) PE 2 1 hour 15 mins 0900 – 1015 (1034) FRENCH WRITING 1 hour 5 mins / 1 hour 20 mins F: 0900-1005 (1022) H: 0900-1020 (1040)	ENGLISH LITERATURE 2 2 hours 15 mins 0900-1115 (1149)	COMPUTER SCIENCE 2 1 hour 30 mins 0900-1030 (1053)
Break 1055 - 1155	Break 1055 - 1155	Break 1055 - 1125	Break 1055 - 1155	No school
Revision Session 1155-1235	Revision Session 1155-1235	Revision Session 1125-1305	Revision Session 1155-1235	No school
Lunch 1235– 1315	Lunch 1235– 1315	Lunch 1305– 1410	Lunch 1235– 1315	No School
BIOLOGY 1 hour 15 mins 1330 – 1445 (1504)	GEOGRAPHY 2 1 hour 30 mins 1330-1500 (1523) CLASSICS 2 1 hour 30 mins 1330-1500 (1523)	Revision Session 1410-1600	MUSIC 1 hour 30 mins 1330-1500 (1523) HISTORY 3 1 hour 20 mins 1330- 1450 (1510)	No School unless required for school production

Study Leave will start Wednesday 1 November at 1600. Pupils are allowed to study at home on Thursday 2 and Friday 3 November
Pupils are expected to be at school by 0830 as normal. They may go home after their first exam if they do not have an afternoon exam
Pupils may arrive at school by 1315 for an afternoon exam if they do not have a morning exam