



BECKET KEYS

Church of England School

Exam Candidate Information

Mock exams

This booklet contains important information regarding your exams. You should read this before your exams begin.



Your Exams Officer is Miss Dent

If you have any questions about the exams process or your exam arrangements, please come to the Exams and Data Office, next to C11.

Dear Lord,

I want to do my best to fulfil the potential you have given me.

Help me:

- to stay calm
- to keep things in perspective and be content with the best I can do on the day
- to look out for my friends who need a bit of encouragement, and
- to always remember that the real test is how closely I can follow in your way.

Amen.



1. Preparing for your exams

Exam Timetables

You will be provided with your own timetable and you must check that you have been entered for the correct exams. If you have any exams missing or that you should not be entered for, please speak to the Exams Officer immediately and this can be reviewed. Alternatively, please email: exams@becketkeys.org.

Your timetable will be sent to your parent/carer on MCAS (My Child at School). You should print two copies of this so you can keep one with you and have one at home. You can also print additional copies if you wish to.

Your individual timetable will show the time and date of each of your exams, which room you will be taking your exam in and also your seat number.

Seating plans for each exam will also be displayed in Mr Scott-Evans' window prior to the exam, so you can check your seat number.



JCQ Information

Further exams information from the Joint Council for Qualifications is available to you on our website and must be read before exams begin. It covers the following:

- Written examinations
- Social Media
- Warning to Candidates
- No mobile phones poster

www.becketkeys.org/exams

JCQ

A council acting as a single voice for the seven largest qualification providers in the UK offering GCSE, GCE and vocationally related qualifications.

Uniform

Full school uniform rules must be adhered to during any exam taken. Details of our uniform policy can be found on our website <https://www.becketkeys.org/uniform.php>

Students can remove their blazer /sweater during exams but must not disturb candidates around them.

All long hair must be tied back fully in a ponytail to ensure ears are visible. This is to comply with regulations around air pods not being used.

Exam Attendance

Morning exams will begin at 9.00am and afternoon exams at 1.30pm. You should arrive in school before 8.15am so you have time to prepare for your exam.

If you are worried about relying on public transport to get you to school on time, remember that the school opens at 7.00am and the Bistro serves breakfast from 8.00am.

In case of traffic incidents or other reasons for lateness, please contact the school office IMMEDIATELY on 01277 286600.

If unwell, call the school office IMMEDIATELY on 01277 286600 and speak to the Exams Officer.

Advice will be given on an individual basis depending on the circumstances.

Equipment

Check the specific equipment required for each subject and exam. Your teachers will have told you what is required in advance.

DO bring:

Pencil case—clear pencil cases only (no writing or pattern)

Pens— only black pens are allowed. Simple black biro's are best

Pencils—for drawings and rough notes

30cm Ruler

Protractor

Compasses

Pencil sharpener

Colouring pencils—possibly required for DT

Highlighter pens— may be used to highlight questions, extracts, words or phrases. Must not be used in your answers

Calculator—may be required for Mathematics, Science, Business, Economics and Geography

A Level - Casio Fx 991

GCSE - Casio Fx 83 GTX

Water—must be in a clear bottle, no label, no writing or pattern on the bottle

There will be some spare stationery/equipment kept in the exam room but please come prepared to avoid any disruption during your exam.

DO NOT bring:

- Mobile phones
- iPods/MP3/MP4 players
- Watches/smart watches
- Any other communication device
- Correction fluid such as Tippex
- Erasable pens
- Gel pens
- Notes
- Calculator cases
- Bags
- Coats
- Food or sweets
- Lip balm

Do not write on your hands during the exam!

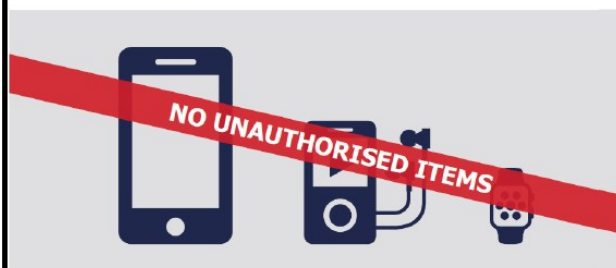
No tattoos, writing or henna is allowed on your hands.

Invigilators may ask to see your hands if they are not visible

**Check your pockets
before you go to
the exam room.**

NO MOBILE PHONES WATCHES MP3/4 PLAYERS

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**



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

DISQUALIFICATION
from your examination and your overall qualification.

2. During your exams



Arriving for your exam

Please ensure you arrive in school by 8.15am. Being prompt will mean that you do not miss the start of the exam. You will also benefit from last minute tips from teachers.

Before the exam, you should store your bag in a locker or on a bag rack. For morning exams, go to the Bistro for 8.15am. Teachers and senior staff will be in there to help you prepare for your exam and give you some last minute reminders.

They will instruct you when to leave the Bistro and go to the tennis courts, if you are taking your exam in the Sports Hall. You should line up in front of the letter where you are seated for that exam.

If you are not taking your exam in the Sports Hall, you should either go straight to your room, or wait in the courtyard outside of the Bistro to be collected by your invigilator.

Enter exam areas (e.g. the Sports Hall) in absolute silence when preparing to enter the exam room. Other exams may already be in progress so please be mindful of this as you arrive. Invigilators may discipline you for not following the rules. Obey the exam notices, procedures and rules outside and inside the exam room.

Exams are overseen by invigilators; they have strict rules and regulations to follow. They may be external or people from within the school that you may recognise. The invigilator for your exam will advise you what to do and when. Please ensure you listen to their instructions in the exam room. You must wear your uniform correctly. Invigilators expect all long hair to be up in a ponytail so ears can be seen and therefore students cannot use air pods. If invigilators cannot see your ears, they may ask you to push your hair back so they can confirm this.

In the unlikely event of a late arrival (public transport problems, car accidents, illness etc.) we will do all we can to help you. Call the school on 01277 286600. Senior staff will be aware that you are missing and will be waiting for you at reception. If possible, we will get you into the exam. If this is not possible, we will stay with you and make the best arrangements we can.

In the exam room

- Absolute silence is required. You will be under exam conditions from the moment you enter the exam room until after you have left the room.
- You must listen to the invigilator and follow his/her instructions at all times in the exam room.
- You must not communicate with other candidates.
- The exam room will display the following information: date, centre number, subject title, paper number and the start and finish times of the exam.
- Sit at the designated exam desk with your name label and candidate number. You should already know where you are sitting in the exam room as this information has been provided on your timetable. If you cannot find your desk, please raise your hand and the invigilator will assist you.
- Be very attentive to the instructions. This is your last chance to sort any issues before the exam starts.
- Check that the correct exam paper is on the desk.
- When instructed to do so by the invigilator, read the instructions carefully and complete the information as requested. **DO NOT WRITE ON YOUR EXAM PAPER UNTIL TOLD TO DO SO.**



In the exam room

- You are responsible for producing legible handwriting in your exams.
- If you need to get an invigilator's attention for any reason, please raise your hand and wait for them to come to you. Do not get up from your desk unless given permission to do so.
- Remember what your teachers have told you and reminded you about prior to the exam.
- We strongly advise all candidates to use the full amount of time allocated for an exam.
- If there is an emergency during an exam, please stay seated and follow the lead invigilator's instructions.
- Invigilators are trained to spot rule breaking and if this is found to be occurring during an exam it will lead to instant disqualification and other sanctions. For example, even having a switched off mobile phone in your pocket in an exam would lead to a zero score on your paper!

Leaving the exam room

You must not leave the exam room on your own during an exam. If you have asked to leave for any reason, you must wait for an invigilator to accompany you.

At the end of the exam, do not leave until you are dismissed by the invigilator. Absolute silence is required on exiting and in the vicinity of the exam room. Other exams may still be in progress so please be mindful of this as you leave.

Jesus,

Keep reminding me of the bigger picture over the next few weeks,

Keep me in your hands when all other hands disappear,

For I am convinced that neither entry requirements nor exam results,

neither anticipation nor doubts, neither success nor failure, nor any expectations, neither last minute fears nor anxieties, nor anything else in life, will be able to separate us from the love of God that is in Christ

Jesus our Lord.

Amen



3. After your exams

Exam results

Exam results will be provided to you by your subject teachers
once they have been moderated and checked.

Psalm 121

- ¹ I look up to the mountains.
Where does my help come from?
- ² My help comes from the Lord.
He is the Maker of heaven and earth.
- ³ He won't let your foot slip.
He who watches over you won't get tired.
- ⁴ In fact, he who watches over Israel
won't get tired or go to sleep.
- ⁵ The Lord watches over you.
The Lord is like a shade tree at your right hand.
- ⁶ The sun won't harm you during the day.
The moon won't harm you during the night.
- ⁷ The Lord will keep you from every kind of harm.
He will watch over your life.
- ⁸ The Lord will watch over your life no matter
where you go, both now and forever.

Amen

**And finally, everyone at Becket
Keys would like to wish you well
for your exams!**



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