







Mock Exam
Presentation
January 2023 (series)





‘Instructions for Candidates’
Audio (first chance to hear the recording)



What is expected of you during exams?

- Comply with Exam conditions while in exam room
- Arrive 10 minutes before the exam starts
- Be prepared! Mentally and physically.
- Do your best
- Follow instructions and abide by the rules
- Bring all of your own equipment.
- Raise your hand do not speak

Before entering the Exam room...

- Phones and ALL types of watches handed into Mrs Walters or put in the phone box first thing.
- Leave your bag at the back of Room 1
- Empty your pocket of all belongings
- Ensure that you have all equipment needed
- Use the toilet **before** entering the exam room
- Retrieve your belongings at the end of the exam.

Students have and can be disqualified from mock examinations

Equipment:

It is *your responsibility* to bring your own equipment you will be given chance to check you have correct equipment at the start of each exam this will be read out by the invigilator each exam is different

- **Black** ballpoint pens
- HB Pencils (diagrams)
- Ruler
- Rubber
- Pencil sharpener
- Calculator (without lid)
- Protractor
- Pair of compasses
- Water in clear bottle (no labels)

Entering the Exam room...

- Exam conditions **start** as soon as you enter the room
- Locate your seat quickly
- *Check you have handed in your watch/phone etc.*
- Face front, don't look around the room (considered Malpractice)
- Listen to all instructions

Completing an Answer Book

Yes...

- **Black** ball point pen
- Pencils (as instructed for diagrams)
- Stay within margins!!

No...

- Gel pen
- Highlighter
- Answering on scrap paper
- Tippex

Use of Laptops during exams

- Regularly save your work to the the machine CTRL S
- SAVE YOUR WORK to the pendrive before removing the pendrive
- Raise your hand to immediately summon the invigilator if there is a fault or issue with your laptop during the exam PLEASE DON'T LEAVE IT to the end of the exam.
- If you write some of your answers in the awarding body answer booklet TELL the exam officer when it is time to print your typed work.

Use of Laptops during exams cont...

The candidate to type on the first page and then hand write the information below on every printed page

The centre number: 46806

Your candidate number: 1759

The unit/component code of the exam paper: 8700/1

Number each page handwrite after printing: page 1 of 6

You need to practise doing this

What else to remember...

- You can leave the room unsupervised put your hand up & wait to be approached. **MOCKS ONLY**
- Fire Evacuation Procedure - DO NOT COMMUNICATE! Follow instructions from invigilator
- Use your time wisely during the exam
- Check work if finished early - do not disturb others
- Others may still be working when you are dismissed - be *silent!*

Examples of Malpractice...

- Failure to follow instructions given by invigilator
- Disruptive behaviour of any kind
- Attempting to cheat by any methods
- Unauthorised communication of any kind
- In possession or attempting to use unauthorised items
- Passing items to other candidates
- Electronic devices sounding

These carry different levels of sanctions and will be reported and may result in **DISQUALIFICATION!**

Thank you for your time

I can only help to resolve issues if I am aware of them.

Please do not hesitate to speak with me should you have any questions or if you experience any issues throughout your Mock Exams.