

Mock Exam Newsletter

November 2022

From: Miss Webster (Examinations Officer)

Dear Year 11,

This Mock Examination Newsletter, provides you with instructions and guidance on what will be required during the Mock examination period and will help to prepare you for the exam period June 2023.

Mock Examinations

Spanish: Speaking, Listening, Writing	28th November 2022 9th January 2023 - 11th January 2023
Maths, English, Geography, History, Science	16th January 2023 - 27th January 2023
Art During lessons 1-3	23rd November 30 November 7 December

Morning exams start at 9:10am (**following 10 min meditation**). The afternoon exams start at 1:15 **prompt**. Please don't be late, get in the habit now of arriving on time at least 5 minutes before. If you are late you may not be permitted to enter the examination room. Persistent lateness may result in disqualification.

EQUIPMENT

Students should bring the appropriate stationery to their exams including:

- **Black ballpoint pens** (including spare pens)
- Pencils (including spare sharpened pencils)
- Ruler
- Protractor
- Pair of compasses
- Rubber
- Scientific Calculator (no cover)

EQUIPMENT NOT ALLOWED

Liquid paper
Erasable pens
Gel pens

All stationery should be kept in a see through pencil case. It is your responsibility to provide and bring your equipment for each exam. The school has limited spare equipment, so please do not rely on this being available.

Conduct for Mock Exams

- Make sure mobile phones are handed in.
- Check you have your equipment in a clear bag.
- Be prepared to empty pockets out, no papers allowed in the room.
- Bottled water is allowed in a clear bottle. Remove all labels.
- Stop talking when asked to (outside the exam room).
- **NO talking** once you are in the exam room, if you have a question put your hand up.
- If you need a toilet break, put your hand up. (During Mocks ONLY you will be permitted to leave un-supervised).
- Write clearly in black pen.
- Watches are no longer allowed in the examination room please remove and put in the Year 11 phone box. Collect after the examination has finished.

Completing your exam paper (script) laptop and non laptop

When completing the front of the examination paper (script) please write clearly in the boxes provided.

- full name
- Candidate number
- Centre number - **46806**
- Centre name - **Maharishi School**

Laptop users will be required to add the above information to all typed answers once the examination has finished.

Seating arrangements

Seating arrangements are allocated by candidate number, we also have to take into account the laptops and the access arrangements. Your desk will be labelled with your name, candidate number, and access arrangements if you have any.

Access arrangements

This has been awarded to support you through your examinations, the access arrangements we have in place for some students are as follows.

- Laptops
- 25% extra time

Please use your extra time during your mock examinations - this is good practice for your real exams. Ultimately it is your decision to make at each examination. If you wish to leave at normal finish time and not use your 25% time please get up and leave when the normal time finishes. You don't need to tell the Invigilator, they will mark down the time you left for our records. If you start using some of the extra time you will need to stay until the extra finish time has ended. The reason for this rule is to minimise the disruption to the rest of the candidates who are using their extra time.

Laptops

If you have been awarded a Laptop for use during the exams. You will be given an opportunity to practise using them. If for any reason something goes wrong with your machine please inform the invigilator IMMEDIATELY by putting your hand up. This will then be fixed or changed out: any time missed will be added.

Rest breaks

Rest breaks can be taken if you are unwell during an examination, usually consisting of 5 /10 minutes out of the room supervised at all times, you can return to the room and the extra time you have missed will be added to your finish time, your extra time allowance will be written on the white notice board. if you are too unwell to return/ complete the examination this will be addressed according to the situation at the time.

Toilet breaks

If you need to go to the toilet, put your hand up. The invigilator will come over. Please be as quiet as you can as others are working. Once you have been to the toilet, go straight back to the room. Be quiet opening and closing the door, do not let it bang as this distracts others. The only person you should make eye contact with is the invigilator. If you need help, sit down then put your hand up. Please do not talk when leaving or entering the room.

Please do not hesitate to contact me if there is anything you're unsure about.

Best Wishes

Miss Webster (Examination Officer)