



Ralph Allen School

**Year 11 Mocks
Candidate Handbook
2021/22**

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Introduction

Year 11 mock examinations will be conducted under formal examination conditions using the Joint Council for Qualifications (JCQ) regulations. In order for you to experience the expectations for external exams in summer 2022

You should familiarise yourself with the information within this booklet and that of the JCQ publications booklet issued separately and published on the website <https://www.ralphallenschool.com/1021/examinations>

The awarding bodies take the security and integrity of external examinations very seriously. This handbook and the JCQ booklet give you guidance on examination procedures and thereby eliminating possibilities of any suspected candidate malpractice arising in the summer that could lead to penalties and potential disqualification.

Attendance at examinations

- Candidates are responsible for **checking their own timetable** and arriving at school on the correct day and at the correct time. Your individual candidate timetable is available to view on Insight under the assessment tab. Check your timetable the evening before your exam to see venue and seat number.
- **Dress appropriately** You are required to wear full school uniform during the exams.
- **Arrive 20 minutes before** the published start time of your exam
 - 8.40 am for 9am morning exams
 - 1.00 pm for 1.15pm afternoon exams
- All exams will be in the sports hall unless advised otherwise.
- Please **leave your bags, coats/outerwear, mobile phones (switched off), calculator lids, watches and potential technological/web enabled sources of information and any other unauthorised items** in the garage next to mini buses. This will be locked during the exam session.
- **Ralph Allen School takes no responsibility for any lost or stolen items**, It would be preferable for you not to bring anything of value into the school at all.
- **Only take with you the equipment required to complete the exam in a clear pencil case**; particularly important are calculators minus the lid, rulers and other geometrical instruments for maths exams. Please do not rely on equipment being handed out by invigilators. Water can be taken into the exam in a clear see-through bottle with the label removed.
- **Check the seating plan** posted outside the garage. If you are timetabled for the sports hall then line up on the top courts. If you have been timetabled for the main hall, see below. Line up in an orderly manner behind the relevant letter for your place in the sports hall. Listen carefully to staff in charge of the examinations
- **Main hall:** If you are timetabled for the main hall assemble outside the main hall under the dome. The main hall will be divided into small private spaces. You should wait quietly outside and an invigilator will give you instructions.

Problems

- Should you experience problems on the day of your exam, e.g. you are unwell or delayed – **you must contact the exams office 01225 838014**
- If we are not in the office, please leave a message including your name and contact number in case we need to get back to you.

Illness or absence

- Illness and other absences **must** be reported to the Exams Officer prior to the exam beginning. **A parent/carer must ring the Exams Officer on 01225 838014** if for any reason you are unable to attend your exam and advise her accordingly. This action should be taken **before** your exam takes place.
- In the event of illness during your exam you must advise the invigilator at the time of your exam.

Resources allowed in the exam room

Only specified resources are allowed in the exam room. The following is an indication (not an exhaustive list) of what is, and what is not allowed.

Items permissible in an exam room	Items NOT permissible in an exam room
<p>Pencil case – must be transparent on all sides. A plastic wallet or clear plastic bag is acceptable</p> <p>Pens – must be BLACK ink or ballpoint as many papers are now scanned for marking</p> <p>Water only – must be in a clear plastic bottle, labels removed. Keep bottles on the floor under your desk to avoid spillage over your exam paper</p> <p>Calculators (without lids) – unless the question paper says otherwise. Please see separate guidance to candidates for calculators</p> <p>Highlighter pens – May only be used to highlight questions, words or phrases within the question paper or question/answer booklet. You may also use a highlighter pen to highlight extracts in any resource material provided. You must not use highlighter pens in your answers.</p>	<p>Bags – please leave them in the garage</p> <p>Outerwear – i.e. coats, jackets, hats, scarves, gloves etc.</p> <p>Mobile phones – and alarms must be switched off and left in garage</p> <p>No watches, electronic or data storing devices and any devices that can access the internet or headphones</p> <p>Calculator lids or instruction leaflets</p> <p>Dictionaries unless the question paper for the subject says otherwise</p> <p>Correcting pens, fluid or tape or erasable pens</p> <p>Rough paper or notes</p> <p>Food/sweets/chewing gum</p> <p>Individual packets of tissues – we can provide tissues if required</p>

Possession of a mobile phone, a watch or any other unauthorised material is against regulations – even if you don't intend to use it and you will be subject to penalties in accordance with the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures - <http://www.jcq.org.uk/exams-office/malpractice>

Using calculators

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. The instructions set out in this section apply to all examinations unless stated otherwise in an awarding body's specification.

<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 any instructions or formulas. 	<p>Calculators must <u>not</u>:</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: 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. 	

If an exam allows a calculator for part of an exam, they may be put on the floor under the desk for other sections.

Candidate cards and identification

You must sit at the desk assigned to you. If you are timetabled to be in the sports hall, it will be shown on the seating plan displayed outside the sports hall before the exam.

If you are timetabled to be in the main hall, you will be assigned a private smaller place by the invigilator.

Your Candidate Card will be on the desk to help you find your place. You must use your **legal name**, **candidate (exam) number** and the **title and reference number** on your exam paper (if not already printed on your answer booklet). These details will be on your card.

Name: Joseph Bloggs	Reg Dr-1
Year: 11	UCI 507230146999
Exam No: 6999	
Component Code: AQA 8464/B/1H	
Title: Combined Sci Trilogy Biology P1H	
Date: 14/05/2022	Time: 13:15

Candidate cards **must not be removed** from the examination room.

The Centre Number is the number applied to Ralph Allen School as the venue for your examinations and is **50723**. Our centre number will be displayed on a whiteboard in your exam venue.

During the exam

You are under exam conditions from the moment you enter the examination room until the time you leave the room.

YOU MUST NOT:

- **Talk** to, attempt to communicate or disturb other candidates once you have entered the exam room. You must remain silent unless speaking to an invigilator and need to face the front so that you cannot distract, or be distracted by, other candidates.
- **Touch anything** on your desk until told to do so.
- **Do not complete any details on the front of your question paper or answer booklet until instructed to do so.**

- **Enter the room with any writing on your equipment, your hands** or any other part of your body. You must not write on your equipment, your hands or any other part of your person whilst in the exam room
- **Draw graffiti**, doodle or write offensive comments on examination papers – if you do, your teacher may refuse to mark your paper
- **Leave the room** until your paper has been collected and you have been dismissed. When you leave the room, do not remove **any** paperwork

YOU MUST:

- **Listen to and follow the regulations** that will be read to you at the beginning of the exam. You will be told if you are to receive a 5 minute warning during the announcement.
- **Check** that you have the **correct question paper** – check the subject, unit, tier of entry.
- **When requested**, complete the details on the front page of your question/answer paper using your **legal name** as printed on your candidate card.
- **Write your teachers' name** on the paper or answer booklet.
- **Write clearly and legibly in black pen**, if the examiner cannot read your writing, it may not be marked.

YOU ARE ADVISED TO:

- **Read** the instructions on the question paper carefully, to be sure you understand what you have to do.
- **Read** the instructions on the answer booklet carefully, to be sure you understand how to lay out your answers.
- Write your name and candidate number on any **additional sheets or answer booklets you use**.
- **If you feel unwell or something goes wrong on the day** please tell an invigilator. They are there to support you.

In the unlikely event of an emergency or fire

- Listen carefully and follow the instructions given by the invigilator.
- In the event of an evacuation, **you remain under exam conditions**.
- **You must remain silent** when leaving the room and building, while walking to the assembly point and while assembled at the given location. If you fail to maintain exam conditions, you may not be allowed to complete the exam.
- You must exit the room and line up at the assembly point **in examination seating plan order** and **not** line in your usual tutor group/house
- **Await further instructions**.

At the end of the exam

You remain under exam conditions until you leave the examination room

DO NOT:

- **Leave your seat** until your paperwork has been collected and you have been given permission to leave.
- **Remove any exam paperwork** from the exam room under any circumstances.

DO:

- **Hand in any equipment borrowed.**
- **Be aware** that there may still be exams in progress, please respect other candidates – exit in silence and maintain that silence until you are out in the immediate area.

Wishing you the best of luck in your exams