JACK HUNT SCHOOL

MOCK EXAM INFORMATION BOOKLET

PETERBOROUGH KEYS ACADEMIES TRUST

Dear Student

This booklet has been written to help you prepare for your Mock Exams. Jack Hunt School take mock exams very seriously and we adopt the same rules and regulations that we have to follow for your official exams – that way, you are well prepared and nothing comes as a surprise in your final exams.

You need to read this booklet, along with the statutory notices that have also been sent as attachments in this email. You must read and understand the notices so that you are fully aware of the rules and regulations well in advance.

If you have any questions, please ask your subject teacher in the first instance, and if they cannot help you, then please ask staff in the Exams and Data Office.

Exam Timetable

Your **personal exam timetable** can be found on EduLink in the exams section; this will confirm which exams you are taking, and your exam location and seat number. Write down your exam dates in several places and keep checking them. It is often a good idea to take a picture of it on your phone. Please check your timetable carefully and if you have any queries about which papers you are taking, or the tier of entry, please see your subject teacher.

Routines

- Check your **exam timetable** for your mock exam, **room** and **seat number**.
- Morning exams start during Form Time, midday exams start during P4 and afternoon exams start during P6.
- Any longer exam or extra time needed in an afternoon exam, may mean the exam runs over the end of the school day. Please ensure you have made travel arrangements for getting home.
- **You need to make your way to the Old Dining Hall at the start of every exam**. We will conduct a pre-exam briefing and then make our way to the exam location.
- For morning exams, register with your form tutor and then your tutor will release you go to the Old Dining Hall.
- For midday exams, register with your P4 teacher (immediately after break) and then your class teacher will release you to go to the Old Dining Hall.
- For afternoon exams, register with your P6 teacher and then immediately go to the Old Dining Hall.
- You **must** stay for the duration of the exam and you are not allowed to leave the exam until you are dismissed by the invigilator.

Rules and regulations

- All rules and regulations are set nationally by JCQ. The following are not set by us at Jack Hunt, they are set for all schools across the country, and we must adhere to them.
- **Mobile phones, iPads, watches, headphones or any technological/web enabled devices or similar (such as a Fitbit) are not allowed on your person in the exam; these must be switched off and put in your bag.**

- Water bottles are permitted in the exam room, but labels are to be removed and any sports type drinking bottle, must be clear.
- Bring your **black ink** pens, pencils, ruler and rubber to the examination in a clear plastic bag or clear pencil case. No other kind of pencil case is allowed. Make sure that you have everything you need for that particular examination paper, especially Maths – calculator, ruler, protractor, compasses. Pencil should only be used for drawing – remember to return to using a pen after finishing a drawing. It is your responsibility to come with the correct equipment. Calculator lids are also a prohibited item, please do not bring this to the exam room.
- Correction fluid of any kind, e.g. Tippex, is not allowed
- You must not bring any unauthorised material into the examination room – please refer to the unauthorised items.
- School uniform must be worn at all times.

Behaviour in exam hall

- You are solely responsible for your behaviour choices during an exam.
- You must enter the exam room in silence.
- You must not talk, or try to communicate with other students before, during or after the exam whilst in the exam room.
- Communication includes both verbal and non-verbal communication. This can include trying to get another students' attention, turning around, waving etc. Sanctions will be issued for any disruptions to exams.
- **Follow all instructions given by the invigilators.**

FAQ's - What to do if…

You are delayed
Telephone Jack Hunt School (01733 263526) and then come to school as quickly as possible and report to the Exams Office without speaking to other students. You may still be able to go into the exam.

You are unwell in the exam room
Let the invigilator know.

You are disturbed by something in the exam room
Let the invigilator know.

You are unwell & unable to sit the exam
Contact the school as normal to let us know why you are absent. You will need to arrange with the subject teacher of the paper that you have missed to sit it at an alternative time.

Before the examination
To be at your best for the examination...

- Try to get a good night's sleep throughout the examination period. Make sure you have eaten well and had enough to drink.
- Try to get plenty of exercise throughout the examination period – it will support your mental health and help your concentration.
- Get your equipment ready during the night before.

- Dress appropriately, even on warm days; it can be cool in the halls, and very warm in smaller rooms.
- Don't try to cram revision at the last minute - it rarely helps.
- Display our school values: work hard, have integrity and be kind!
- Don't be put off by what other students say they have done.
- Think positively and don't underestimate yourself.

During the examination

- Make sure you read all the instructions on the front of the question paper so that you know which parts of the paper you should answer and whether you need anything with you (e.g. calculators in a Maths and Science exam).
- Don't forget to fill in your legal name and candidate number at the top of each exam paper and sign it.
- **The exam is not finished until you have left the exam room**. You must remain silent throughout.

Time Management

- Make full use of the exam time.
- Allow enough time for each question.
- Use the clock in the exam room to avoid a last-minute rush.
- Answer the correct number of questions. Attempt all the questions you are required to answer.
- Read through and check all your answers at the end.

Planning the answers

- Leaving a question blank will guarantee zero marks. Attempting it, may give you some marks.
- Check carefully what the question asks for and check for any command words.
    - What *knowledge* and *facts* does it need?
    - Is it testing a skill, like comprehension?
    - Is it asking you to make *comparisons* and highlight *differences*?
- For longer answer questions, start your answer only when you are sure of your plan.

After the exam

- Avoid worrying about the mock exam you have just completed – your subject teacher will give you feedback once marked. Mock exams are needed to highlight what you do well and where you need to develop.
- Look forward positively to the next exam. What have you learnt from this one that will help you for the next exam? Try to identify those things that you did well and those you need to improve the next time.

Good luck!