

## Trial Exam Instructions 2023

Students are responsible for being on time, bringing the correct equipment and following instructions promptly.

- Morning exams will start at 9.00am. Students must line up on the astro no later than 8.40am.
- Afternoon exams begin at 1.15pm. Students must be on the astro at 12.50pm.
- Students with Access Arrangements should register with other students on the astro. They will be sent to specific rooms following this.
- You will receive an individual timetable which has your row and seat number on please make sure you know these as you will be lined up in row order before entering the sports hall.
- The exam will begin when students are all present and ready to start.
- A copy of the seating plan will be displayed outside the Sports Hall entrance.

There is a strict code of conduct set out by the Exam Boards in order to make exams fair for all candidates. The trial exams will be run using these regulations as detailed below.

- You must be silent as soon as you enter the exam room. You must not communicate with any other student even by sign language, smiling or pulling faces. If you need to speak with an invigilator please put up your hand to attract their attention.
- You are only allowed to have the required equipment for a particular exam on their desk and will be told where to leave your bags and coats.
- You must not bring mobile phones, airpods or any other electronic equipment into the exam room; this includes all watches and fitbits. All electronic items must be turned off and left in bags or handed to an invigilator for safekeeping. If you are found with any of these items, or if they make a noise during the exam, this will risk disqualification.
- You must keep equipment in a see-through pencil case. Use only black biro or pen for all writing. Pencils may be used for drawing. Correcting fluid is banned in all examinations.
- You must supply all equipment including calculators, protractors and compasses. You should bring spare pens and pencils.
- You may still bring water into the exam room to drink, but it must be in a clear see-through plastic bottle with the label removed.
- Write only on the paper provided. You must not have any writing on their body e.g. on your hands and arms and you must not write on any part of their body during the exam.
- Please do not mark the card showing name and the exam details they are used for the external exams.
- Please do not write on the desks.
- You will not be permitted to leave the room until the exam is over. If you finish early you should spend time checking through your work.
- You must listen carefully to instructions for handing in question and answer papers.

If you have any questions or queries please see Ms Maddison or e-mail to [exams@orleanspark.school](mailto:exams@orleanspark.school)

Revise, relax and do your best; good luck!