



**Please read the information below carefully:**

### **Mock Exam Information**

Students are required to attend normal lessons (bringing revision materials where indicated above) unless a mock exam is timetabled, in which case they should arrive promptly at the required venue at the scheduled time. Parents of students who are absent at the start of the exam will be notified by text, if they have not already informed the school of an absence. Please encourage students to attend all their mock exams even if they are unwell as teachers can take this into consideration when marking. **Failure to attend any mock exam, without good reason, will result in students not being able to attend prom.**

- 1) Late arrivals of up to 15 minutes after the published mock exam time.** Late arrivals will follow the same procedures as Public Exams. Students should make their way over to the exam room where they will then be escorted into the exam room by the Exams Officer or a member of the Senior Team. Students will be given the full amount of time to complete the exam.
- 2) Late arrivals after 15 minutes will not be allowed to enter the exam room and will score a 0 on that particular mock paper.** This will have an impact on their overall mock grade and may impact their predicted grade that they need to use to apply for further education. Students will be placed out of circulation until the mock exam sat by their peers has finished.
- 3) Students who are present at school but refuse to enter the exam room.** Students will be encouraged to enter the exam room by the Exams Officer/Senior Team/Pastoral Team. Failure to do so will result in truancy being recorded and a score of 0 on that particular mock paper. This will have an impact on their overall mock grade and may impact their predicted grade that they need to use to apply for further education. Students will be placed out of circulation until the mock exam sat by their peers has finished.
- 4) Students will not be able to complete any mock exam papers anywhere other than the allocated exam room.**
- 5) If a student leaves the exam room without permission they will not be permitted to re-enter to complete the exam.** Truancy will be recorded and the student will be placed out of circulation until the end of the exam. Any work completed before leaving the room will be marked.
- 6) As this mock exam series is designed to mirror the actual summer exams, if a student misses an exam due to absence there will be no opportunity to sit the paper at another time.** The student will score a 0 on that particular mock paper and this will have an impact on their overall mock grade and may impact their predicted grade that they need to use to apply for further education.

Key	Normal tutor/lesson	Core exams	Option choice exams	Break changes
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