

Dronfield Henry Fanshawe School



Y9 Trial Examinations and Reading Tests 16th June to 19th June 2026

Instructions and information for students / Parents and Carers

Success with care

It is our aim to make the Y9 Examination experience as stress-free and successful as possible for all students.

This booklet contains information helpful for both students and parents alike. Please read it carefully so that you are aware of the regulations and the procedures to follow in the event of any problems occurring.

The Joint Council for Qualifications sets down strict criteria for the conduct of examinations which must be followed precisely. You should therefore pay particular attention to the Notice to Candidates at the back of this booklet.

If there is anything you do not understand or if you have any queries – PLEASE ASK.

If you need help or advice at any time before, during or after the examinations please contact:

Mrs S. Gill, Examinations Officer
01246 412372
sgill@dhfs.uk

Remember – I am here to help.

GOOD LUCK!

Examination instructions for students

- Make sure that you know exactly when your examinations are and what time they are due to start. Please ensure you have your personal timetable to hand. **It is your responsibility to know when and where you should be.**
- You will be in normal lessons other than for attending your examinations, you must return to your lesson after your examination if you are told to do so. **Full school uniform must be worn at all times.**
- Please be at your examination room at least 15 minutes before it is due to start.
- If you are ill and are not in school on that day you must telephone the school and leave a message with the Examinations Office and inform your House Support Manager.
- If you miss an examination due to illness, you must see your subject teacher to organise to sit the missed examination at another time.
- You must not enter the examination room until asked to do so by the invigilator, please line up outside.
- **Once inside the room you must remain silent until you leave, you will not be allowed to leave the room if you finish your examination early.**
- All bags, coats, books, etc. should be left at the front/back of the hall/room, as directed by the invigilator.
- **Mobile phones, watches and any potential technological/web enabled sources of information are strictly forbidden in the examination room. They should be left at home or switched off and placed in your bag and/or locker.**
- Toilet breaks will not be allowed in the first 30 minutes and last 30 minutes of an examination.
- You need to make sure that you bring in **all** relevant items for each examination:
 - Black pens
 - Pencil
 - Calculator
 - Bottle of water without label, any other relevant equipment.All equipment should be in a clear pencil case or plastic bag. **In the present circumstances we will not be able to lend out any equipment, unless in an absolute emergency.**
- **We aim to finish all examinations by 3.30pm but there may be times when the examinations may run a little later. You will not be able to leave until the examination finishes and you should therefore ensure that you have made alternative arrangements for getting home. It is your responsibility to organise the appropriate transport if your examination finishes after 3.30pm.**
- If you or your parents have any queries regarding your examinations, please contact the Examinations Office phone, 01246412372 or email: - sgill@dhfs.uk

PREPARATION:

- Know your examination timetable - all our morning examinations begin at 9.15am and afternoon ones at 1.45pm
- Get there at least 15 minutes before the start - remember examinations may finish after 3.30pm
- Allow time for your brain to get started – have a shower, breakfast, walk to the examination
- Equipment – make sure you have ALL equipment – is it calculator or non-calculator Maths examination?
- Have a favourite pen - you enjoy writing with
- Keep to a normal routine – go to bed and get up at the normal time
- Uniform is compulsory for all examinations!
- Think positively!
- Take water into the examination, without a label but no food – hydration helps retention and concentration
- Do not panic!!

IF YOU ARE ILL ON THE DAY:

- ✓ If you are ill on the day, please ask someone to contact either the Examinations Office or your House Support Manager on 01246 412372

DURING THE EXAMINATION:

- ✓ Once inside the examination room silence is a must and you should not communicate with any other candidates.
- ✓ **Mobile phones, watches or any potential technological/web enabled sources of information must not be taken into the examination room under any circumstances.**
- ✓ Bags and coats must be stored at the back or front of the room - not at your desk.
- ✓ Nerves are good! They help adrenalin and performance.
- ✓ Answer a question you are confident about first – just because it is Q1 you do not always have to complete it first.
- ✓ Any questions - put your hand up and ask the invigilator.
- ✓ Do not be afraid to write down any key formulae, facts, and quotes key words – so you will remember them during the examination
- ✓ Check your answers – read through and you may find information comes to you .
- ✓ Make sure you have written your teachers name on the front of the paper.
- ✓ Everyone must stay to the end of their examination - you will not be allowed to leave early to catch your bus!
- ✓ If the fire alarm sounds - do not panic - the invigilators will issue clear instructions

EXAMINATION TIPS:

- ✓ Read ALL instructions carefully – plan your answer.
- ✓ Long questions – plan first – keywords, mind maps, bullet points
- ✓ Highlight key words in a question –breakdown the question and ensure you answer each part
- ✓ Do not spend too long on one question – set out a timescale to answer each question and stick to it
- ✓ Write in note form if you are running out of time – you will still gain marks
- ✓ Get a good night's sleep, eat healthily and drink plenty of water

If you have any questions about your examinations, please talk to Mrs Gill in the Examinations Office or email us on sgill@dhfs.uk