



# **Dronfield Henry Fanshawe School**



## **Y11 Written Trial Examinations 21 November – 2 December**



## **Instructions & Information For Students**

## 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 exams, you must return to your lesson after your exam 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 Exams Office and inform your House Support Manager.
  - If you miss an exam due to illness you must see your subject teacher to organise to sit the missed exam at another time. Please ensure a parent contacts school to let the Exams Office and your House Support Manager know that you will not be attending.
  - 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 exam early.**
  - All bags, coats, books, etc. should be left at the front/back of the hall/room, as directed by the invigilator.
  - **Mobile phones, iPods, watches, MP3/4 players and any potential technological/web enabled sources of information are strictly forbidden in the examination room and must not be brought into school on examination days, they should be left at home.**
  - 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 exams by 3.30pm but there may be times when the exams may run a little later. You will not be able to leave until the exam 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 exam finishes after 3.30pm.**
  - If you or your parents have any queries regarding your exams please contact the Exams Office, [exams@dronfield.derbyshire.sch.uk](mailto:exams@dronfield.derbyshire.sch.uk)

## Helpful Hints and Tips.....

### PREPARATION:

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

### IF YOU ARE ILL ON THE DAY:

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

### DURING THE EXAM:

- ✓ Once inside the exam room silence is a must and you should not communicate with any other candidates
- ✓ **Mobile phones/MP3/MP4 players, iPods, watches or any potential technological/web enabled sources of information must not be taken into the exam 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 don't always have to complete it first
- ✓ Any questions - put your hand up and ask the invigilator
- ✓ Don't be afraid to write down any key formulae, facts, and quotes key words – so you will remember them during the exam
- ✓ 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 exam - you won't be allowed to leave early to catch your bus!
- ✓ If the fire alarm sounds - don't panic - the invigilators will issue clear instructions

### EXAM 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
- ✓ Don't spend too long on one question – set out a timescale to answer each question and stick to it
- ✓ Write in note form if you're running out of time – you will still gain marks
- ✓ Get a good night's sleep, eat healthily and drink plenty of water

# Information for candidates

## Written examinations

With effect from 1 September 2022

Produced on behalf of:



This document has been written to help you. Read it carefully and follow the instructions.

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

## A. Regulations – Make sure you understand the rules

- 1 Be on time for all your exams. If you are late, your work might not be accepted.
- 2 Do not become involved in any unfair or dishonest practice during the exam.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 You must not take into the exam room:
  - (a) notes;
  - (b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.Any pencil cases taken into the exam room must be see-through.  
Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
- 5 If you have a watch, the invigilator will ask you to hand it to them.
- 6 Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
- 8 You must not write inappropriate, obscene or offensive material.
- 9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
- 10 Do not borrow anything from another candidate during the exam.

## B. Information – Make sure you attend your exams and bring that you need

- 1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4 Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
- 5 You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

## C. Calculators, dictionaries and computerspell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
  - (a) make sure it works properly; check that the batteries are working properly;
  - (b) clear anything stored in it;
  - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
  - (d) do not bring into the exam room any operating instructions or prepared programs.
- 3 Do not use a dictionary or computer spell checker unless you are told otherwise.

## D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
  - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
  - (b) the question paper is incomplete or badly printed.
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 Do not start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Do not open the question paper until you are instructed that the exam has begun.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

## E. Advice and assistance

- 1 If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the exam if:
  - (a) you have a problem and are in doubt about what you should do;
  - (b) you do not feel well;
  - (c) you need more paper.

You must not ask for, and will not be given, any explanation of the questions

## F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.  
Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
- 2 Do not leave the exam room until told to do so by the invigilator.
- 3 Do not take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

# NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone or any watch, is a serious offence and could result in

**DISQUALIFICATION**

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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## Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.