

## **YEAR 10 April 2023 Examinations Newsletter**

Balcarras is responsible for implementing and facilitating a very precise set of requirements in all public Exams and are governed by JCQ (Joint Council for Qualifications) in this process. The Exams Officer, Assistant Exams Officer and a team of invigilators will enforce these rules and regulations for the Year 10 exams so that students begin to get used to exam protocols whilst providing a positive exams experience.

The information in the following newsletter should outline everything you need to know.

### **Study Leave**

Study Leave for Year 10 students will commence **on Monday 17<sup>th</sup> April** and students will return to normal lessons on Monday 24<sup>th</sup> April.

### **Examination Timetables**

All students will have been given a copy of their individual examination timetable. (This can also be found on the Balcarras website [www.balcarras.gloucs.sch.uk/exams](http://www.balcarras.gloucs.sch.uk/exams) Replacement copies can be obtained from The Exams office located in the sixth form block.

Punctuality is very important. The Mock Exams are scheduled to **commence at 9am, 11.30am and 2pm**, students **must** arrive **20 minutes before** the scheduled start time – this is to ensure all students can be seated, in a calm and orderly fashion, notices read, and examinations are started promptly.

### **Rooming**

The rooms where you will sit your exam and the seating plan are available on the examination noticeboard outside the Main Hall at least one hour before the next scheduled exam.

### **What do I wear?**

**The uniform rules for examinations are the same as for normal school lessons.** Full school uniform must be worn, smart school shoes, correct skirts and trousers, no hoodies or non- school jumpers, makeup and jewellery are not permitted.

### **What do I bring?**

It is the student's responsibility to ensure they have the correct equipment/tools they will require during the exam.

- **Black pens** only to write with (no gel pens)
- Pencil, eraser, ruler etc
- Maths equipment

- Calculator (must be cleared of memory in advance. Calculator lids/cases are not permitted)
- Students may bring these items in a clear pencil case/bag.

Please note that hi-lighter pens maybe used on the question paper but NOT on the students answers. Correction fluid/tape are also not allowed.

Students may bring a drink, but it must be **clear** liquid in a **clear bottle** - the invigilators must be able to “see through” it. No labels or writing on the bottles.

You must not write anything until invited to do so. Any student doing extra time will be asked to write with a different coloured pen (provided) to indicate their work done during the extra time.

Try to avoid bringing any personal possessions. Please bring to school only what you require to sit your exam. If you need to bring other items into school, please store them in your locker or tidily under the stairs in the foyer between Maths and Science. NB: The school cannot be held responsible for the safety of student’s possessions.

### **Mobile Phones/Watches & Any Other Electrical Devices (iPods/mp3/4 players/earphones)**

These items are strictly prohibited from the examination room. If at all possible, it is advisable to **leave these items at home** – THEY WIL NOT BE PERMITTED INTO THE EXAMINATION ROOM. If bringing them in is unavoidable you will be asked to hand them into an invigilator whereupon they may be collected outside of the exam’s office after the exam. Please be advised, exams cannot accept responsibility for these items.

### **Conduct**

The high levels of conduct expected at Balcarras extends to behaviour during the examination period. Appropriate conduct during the exams is of utmost importance for the good of all students, any student found talking, napping, creating a disturbance or exhibiting unruly behaviour will be asked to leave the examination room and be reported to senior management.

Students will be under exam conditions from the moment you enter the exam room until the moment you leave. Students are asked to respect the exam barriers and to move quickly and quietly away when they leave the exam room – others may still be working!

The Exams team are here to ensure your examination experience is as true to your public Exams as is possible and we are here to assist you in whatever way we can.

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