

Year 10 Trial Examinations



Balcarras
From strength to strength

For Parents and Year 10 Students

May 2021

You will be aware that your child is sitting trial examinations in June 2021. They will be on study leave from **Monday 7 June to Friday 11 June**, coming into school only to sit the papers they have on that particular day. We have put together some important notes of which they should be aware. Please could you ensure your child is familiar with the following information.

Uniform must be **excellent** for all exams. The uniform rules for examinations are the same as for normal school lessons. Please check your uniform is perfect before setting out from home for an exam.

- Smart school shoes, correct skirts and trousers
- No hoodies or non-school jumpers
- Make-up and jewellery are not allowed

Behaviour must be excellent for all examinations. At Balcarras School we expect high standards of behaviour and that includes throughout the examination period. Appropriate conduct during the examinations is of utmost importance for the good of all the students, therefore a zero-tolerance code of conduct is in effect. Any candidate found to be talking, sleeping, turning round in their seat, creating a disturbance or exhibiting unruly behaviour will be asked to leave the examination room immediately and be reported to the senior management of the school.

Barriers and silence signs should be respected. You are role models for the lower school and your actions will be copied by others, so don't climb over or lift up barriers, they are there for a purpose, to keep *your* examinations quiet.

All students have been given a copy of their individual **examination timetable**. You can access an electronic version of the full examinations timetable on the school website. Replacement copies of individual timetables can be provided by the Examinations Office.

Examination room information and seating plans are available on the examinations noticeboard outside the Hall and on the noticeboard in the ILD block at least one hour before the scheduled exam.

Punctuality is very important. Examinations are scheduled to start at 9.00 am, 12pm and 2.15 pm. Students must arrive ***no later than 20 minutes*** prior to their scheduled start time - this is to ensure efficient preliminary administration including seating students, distribution of materials, going over instructions etc.

When not in an examination candidates are requested to move quickly and **quietly** away when they leave the examination room – others may well still be working.

Unfortunately we are not able to provide a space for students to use for study or for socialising between examinations at this time and would ask that students go home once they have taken their exam. (If you have concerns about this, please contact your Head of House.)

For safety reasons we will **not** be providing **examination equipment** to students. It is imperative that students bring the equipment they require to the examination room. You will need:

- **Black** pen (biro or fountain pen, NOT gel pens), pencils, ruler, eraser
- Maths equipment
- Calculator **without lid**
- Everything in a clear plastic bag or clear pencil case
- Water bottle with no label
- Water only, no other drink
- Highlighter pens may only be used on questions **not answers**

Do not bring:

- Mobile phone
- Any digital storage device including smart watches
- Bags or coats – leave in your locker or tidily under stairs in Maths foyer. Please collect your possessions very quietly. **N.B.** The school cannot guarantee the safety of students' possessions.
- Unauthorized material – notes
- Gel pens or Tippex
- Food

Make sure you **keep yourself properly fuelled** for your examinations and have **eaten breakfast** before coming to school. Due to the Corona Virus Outbreak, we are unable to provide a snack or lunch for students who are in for examinations because of the need to provide Year Group Bubbles separate canteen spaces. Please **bring a packed lunch** if you need to eat before going home.

During the exam:

- Wristwatches must be removed and placed on your desk for the duration of the exam
- You will have a 5-minute warning at the end of the exam
- Hand sanitiser will be available in all examination rooms
- Windows will be opened for at least 10 minutes every hour for air circulation

COVID-19

- In line with School policy students will be asked to wear facemasks during any examinations unless they are exempt from doing so.