

Year 10 Internal Exams



SBL
SIR BERNARD LOVELL
ACADEMY



Internal Exams



- Next week and the following week, all Year 10 students will be sitting their internal exams.
- Timetables were issued before half term and can be accessed via Insight.
- It is essential that you ensure you sit these important exams.



Internal Exams



- We want you to be totally prepared for next year so we will be treating these internal exams very seriously so that you understand what the future will bring. Please carefully listen to/read this presentation so that you understand what is required from you.
- A copy of this will also be sent to your parents.



Internal Exams



- There are a lot of rules and regulations which need to be followed when sitting exams.
- These are rules dictated by JCQ who oversee all British exams and exam boards.
- All students **NATIONALLY** are expected to follow these rules and the consequences can be **SEVERE** if not complied with.
- Internal exams are delivered according to the same rules and regulations as your real exams.
- This is to ensure you have plenty of practice so when it comes to the real thing you know what to do and don't mistakenly disadvantage yourself!



Rooming



- The majority of students will be in the sports centre.
- If you have an “exam access arrangement”, you will be in the rooms below.
 - Reader – M47 / M48
 - Scribe – M51 / G32
 - Approved Small room – M50
- Please check with the SEND department or your tutor if you are unsure where you will be.



Timing



- You should ensure you are at your exam room at least 10 minutes before the start of the exam.
- For morning exams, please register with your tutor promptly and then head to your exam room.
- Please ensure you wait quietly and sensibly.
- When the exam is over and you have been dismissed please return to your lesson quietly and sensibly once again.



Equipment



- You must remember ***all your equipment*** required for exams.
- You are responsible for bringing in your equipment!
- You will need:
 - Black pens. You can only write in black ink during exams as the papers are scanned.
 - Pencils, sharpener, eraser, ruler
 - Highlighters – these can only be used on the question paper and not in your written answer.
 - Calculator. This can be taken in for all exams and used UNLESS the paper specifies it is not to be used (eg, Maths Non-calculator paper)
 - Maths equipment, eg protractor, compass etc



Additional...



- We encourage students to bring in water to drink during their exams.
- Water bottles must be clear or transparent with no labels or writing on them.
- We do not allow food in the exam room unless for an approved medical need.
- If you have a wristwatch (NOT a smartwatch) this is allowed but must be placed on your exam desk where the invigilator can see it.



NO FOOD
OR DRINK



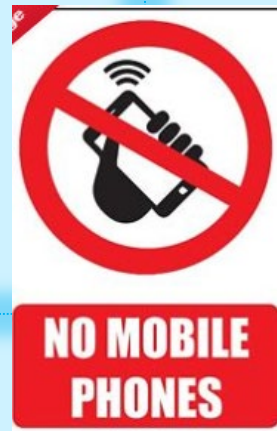
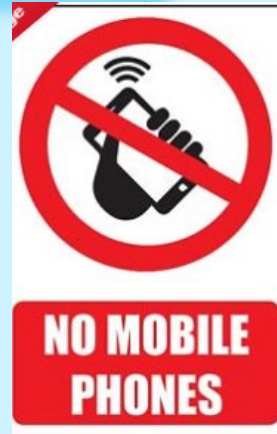
NO FOOD
OR DRINK



You must NOT take in



- The following are NOT allowed in an exam room.
- Mobile phone. This must be switched off and left in your bag.
- Smartwatches
- MP3/4 Players
- No potential technological / web enabled sources of information
- Gel pens
- If you have these in a real exam you will be reported to the exam board and will be disqualified from that paper and potentially all exams from that board!



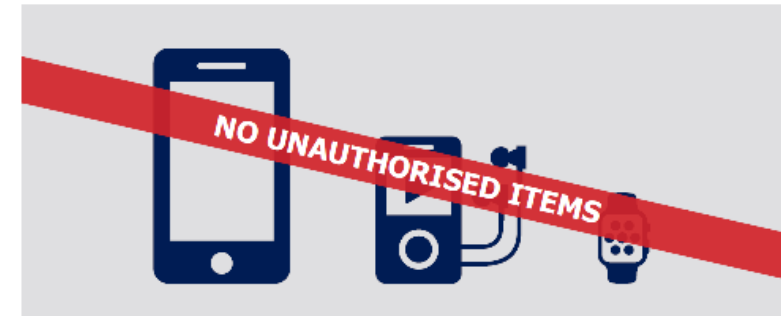
You will see
these posters
outside the
exam room to
remind you



AQA City & Guilds CCEA OCR Pearson WJEC

**NO MOBILE PHONES
SMARTWATCHES
MP3/4 PLAYERS**

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**



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

DISQUALIFICATION

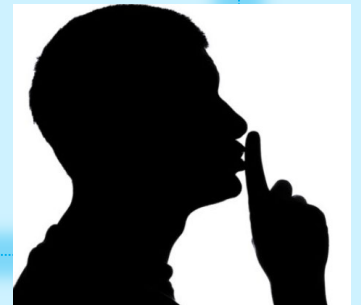
from your examination and your overall qualification.

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

Rules of the exam room



- If there is a seat assigned to you, you must sit at that desk.
- You must not talk as soon as you enter the exam room.
- You must remain silent and face the front. You are not allowed to communicate with anyone in the room other than the exam invigilators and Academy staff. This includes turning around to look at other students.
- If you need assistance, please raise your hand and an invigilator will help you.



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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.

Invigilators



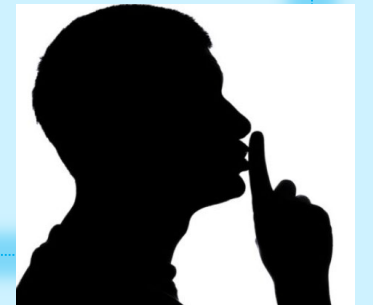
- Invigilators are there to ensure the exam runs smoothly, rules are adhered to and you sit your exams in the best possible environment.
- You must listen to the invigilator and follow their instructions.
- If you need to attract the attention of an invigilator, please raise your hand.
- Invigilators can loan you equipment if you've forgotten it, escort you to the lavatory and give you additional paper etc.
- Invigilators can not help you answer the exam!



Leaving the exam



- An invigilator will inform you when the exam is over. You must stop writing as soon as they tell you.
- You must remain seated, in silence, whilst your paper is collected.
- Invigilators will dismiss students from the exam room in rows. You must wait until you are given permission to leave.
- You must remain silent when leaving the room.
- Please be sensible and keep noise to a minimum once outside as some students may still be working.
- You must return to your lesson immediately after the exam.



Don't worry!



- These are 'practice exams' so when it comes to the real exams, you will know the rules and will not be penalised.
- Approach them seriously. With the pandemic causing exam disruption, we might have to take internal exams into account so it is important you try your very best.
- We are there to help you, so please ask if you are concerned about anything!



GOOD LUCK!



- Keep calm, be prepared and do your very best!

