**Year 8 November Examinations** **Briefing for Pupils – Monday 8th November**

Year 8 Examinations November 2021

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **9.15 – 10.25** |  | **10.40 – 1.00** |  | **1.35 – 3.15** |
| **Monday**  **22nd Nov**  **Week A** | History [40] 9.40-10.20 |  | English [40] 12.15-12.55 |  | Religious Studies [40] 2.30-3.10 |
| **Tuesday**  **23rd Nov** | Home Economics [30] 9.50-10.20 |  | French (R 25min & W 25min) [50] 12.05-12.55 |  | Geography [40] 2.30-3.10 |
| **Thursday**  **25th Nov** | Revision |  | Mathematics [40] 12.15-12.55 |  | Science [40] 2.30- 3.10 |

**Introduction**

* Your exam timetable has been published for a couple of weeks now; it is posted on the school website and can be printed. You **should** do this so that you have got a copy of your own.
* Your exams last for 3 days; **Monday, Tuesday and Thursday (note that there is a school inset day on Wednesday)**. You will return to normal class on the **Friday.**
* The Year 9 and 10 exams run for a little longer, so you might have some **room changes** on **Friday**. Notices will be posted at end of the corridors to tell you which room to go to.

**The Examination Room**

* You are sharing an exam room with the rest of your form class and every pupil will have a set seat. You will be using rooms 15 – 21. Room lists are now on the main notice board.
* A seating plan will be posted at the front of the room. You are not allowed to change seats unless asked to do so by the supervising teacher.
* Arrive at the examination room promptly for the start of the examination session. This applies even if you have a revision session.
* You are not allowed to congregate in the examination rooms during **break** and **lunch** time.
* If you are **sitting an examination**
* Place your fully closed school bag below your desk.
* You should not have any books out during the course of your examination.
* Mobile phones must be switched off and left in your school bag.
* Notes, calculator cases, instruction leaflets, iPods, MP3/4 players, mobile phones and any other Mobile Electronic Device (MED) must be left in your school bag. Mobile phones must be switched off.
* **Smartwatches** are considered to be an **MED**, so should be removed from your wrist, placed in your blazer pocket or schoolbag and cannot be consulted during an exam. Other **wristwatches** should be removed from your wrist and placed on the desk before the start of the exam.
* If you have a **revision session**
* You are allowed to use books from your school bag.
* You are not allowed to communicate with any other pupil in the room unless permission is given by the invigilator.
* Mobile phones or MP3s (MEDs) may be used **during revision** for the sole purpose of listening to music. Headphones must be used and music should not be audible to any others in the room. Use of Mobile Phones or other electronic devices for anything other than listening to music is not permitted. They will be confiscated if used outside the criteria listed in this document.
* During sessions where other pupils are sitting examinations, MEDs are not permitted to be used.
* Food is not permitted in the examination room.
* Water may be allowed (however this is on the condition that it is free from packaging and that all labels are removed).
* Pupils are not allowed to leave the examination room early.
* If you are feeling unwell during an examination, inform the supervising teacher immediately.
* It is expected that pupils will have gone to the toilet before sessions start.
* In an emergency, the invigilator will allow you to leave the examination room to use the toilet. In this case you will need to hand your examination paper to the invigilator who will record, on your paper, the time you leave and return to the room. You are not permitted to extra-time at the end of the session unless the invigilator advises otherwise.
* In cases where an underlying medical condition requires access to the toilet, and the school has not already been notified, please ensure that your parent has informed the Head of Year prior to the start of the examinations.

**Behaviour during Examinations and Revision**

* The Code of Conduct detailed in the Learning Organiser applies throughout the examination period, as do all school based COVID regulations e.g. wearing of face coverings.
* You are not allowed to communicate in any way with, ask for help from or give help to another pupil while they are in the examination room.
* If this happens, your Head of Year will be informed immediately; you could score zero for that exam.

**For all written examinations**

* Complete all working, including rough work, on the examination stationery provided unless otherwise advised.
* Neatly cross through any rough work but do not make it totally illegible.
* Do any rough work for multiple-choice papers in the question book, unless otherwise advised.
* Write answers in black ink; pencils may be used for diagrams.
* Do not use
* Correcting pens, fluids or tape.
* Erasable pens.
* Highlighter pens in your answers (although you may use them to highlight questions within the question paper or question/answer booklet).
* Gel pens.

**Equipment**

* You are responsible for bringing the material that you need for the exams. This includes:
* Pens, pencils, rubbers, rulers.
* Mathematical equipment (e.g. protractor, compasses, calculator)
* You mustn’t assume that you can borrow any of these things from another pupil in the room; the supervising teacher might not allow you.

**Generally**

* Relax and don’t panic – these exams are an opportunity for you to show what you have learned in your subjects since September!
* Use your common sense!