HAYES SCHOOL

Procedure

For the English, Maths and Science exams you will first meet in the MAIN HALL and then move to the Sports Hall (or alternative room where you do your exam)

<u>If you delay the start, you will be much later leaving school</u>

AM exams

08.15 – Put all prohibited items in your locker.

08.30 – Register in main hall

08.35 – Main Hall briefing– from here you will be guided into the Sports Hall.

08.45 – Ready to start the exam.

PM exams

You will be first in the lunch queue

1.25pm – Put all prohibited items in your locker.

1.35pm - meet in the Main Hall.

1.45pm – Sat and ready to start the exam in the Sports Hall.

Note that some exams go past 3pm

HAYES SCHOOL

Prohibited items- Being **Exam Ready**

- You **can not take your bags** into the Sports Hall for exams – please put these in your locker
- You **can not take electronic devices** into the Exams (e.g. mobile phone) – please put these in your locker
- You **can not wear wristwatches** of any kind – please leave these in your locker
- Go to the toilet **before** you go to the Main Hall.

HAYES SCHOOL

Approved items

- Any pencil cases must be see-through *See Mr Brockman if you need one*
- Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers
- Do not borrow anything from another candidate during the exam
- Water bottles – these must be see through and not have any labels

HAYES SCHOOL

In the exam hall

- Be on time for all of your exams
- Do not talk or try to communicate with, or disturb other students once you have entered the exam room
- Exam conditions start as soon as you enter the room and do not stop until you have left the room
- If you need to speak to an invigilator – raise your hand and wait. Do not turn around looking for somebody

- Following a morning exam, you go your class.

Support

- This is a time when worries or anxiety will be high
- Remember where to go to if you need help: your tutor, Mr Steel, Mrs Parish, Myself, Mr Hazlehurst, etc
- This is a new routine and experience- things will go wrong and mistakes will be made. Do not panic or worry

- Remember, mocks are a rehearsal for the real thing. The more effort you put in to getting this right, the better your performance will be when you come to your GCSEs in Yr11 – it will be second nature by then