



# The Nelson Thomlinson School

## Year 10 Summer Exam Information

### April 2023

Individual Year 10 mock exam timetables are now available to both pupils and parents / carers via EduLink; these include pupils' candidate numbers and the centre number (which pupils should begin to familiarise themselves with in order to complete the details on the front page of their exam papers / answer booklets), exam dates for each subject and paper, start times, durations and exam venue and allocated seat number for each exam.

All pupils must check that they can access their exam timetable via EduLink and if a paper copy is required, contact the Exams Officer. Pupils must also ensure that all exams are included on their timetable for the subjects that they take. **It is pupils' responsibility to know when and where each exam is taking place.**

### Examination attendance

- All exams will begin promptly at 9:00am; pupils must arrive to their exam venue no later than **10 minutes before the start of each exam**. All pupils must register with their form tutor prior to any morning exam, before going to their exam room.
- Where a pupil is unable to attend an exam due to absence, or if a pupil will be arriving late, parents / carers must contact school by 8:30am to advise.

### Examination equipment

- Pupils must bring **all** necessary equipment to each exam in a **completely transparent** pencil case, including; pens (**black ink only**), pencils, eraser, ruler, protractor and compass and calculator where appropriate (all required equipment can be purchased from the School Maths shop). **Calculator lids must be removed from calculators and left in school bags before pupils take their seats.**

**Where pencil cases are not completely transparent, pupils must take out what they need for each exam and leave pencil cases in their bags.**

- Gel pens, erasable pens and correction pens, fluids and tapes are not allowed. Highlighters must not be used in answers, although they may be used to highlight questions, words or phrases within the question paper/answer booklet, or any extracts in any resource materials provided.
- Pupils may take a drink into their exam however, this must be in a **completely transparent** water bottle with all labels removed. Pupils should **not** bring aluminium or 'Chilly's' type water bottles; these will not be allowed in the exam room.
- Pupils must not have any of the following items on them during any exam (these are considered to be unauthorised items and should be left in school bags or given to the invigilator before the start of an exam):
  - mobile phone
  - a watch of any kind (digital, analogue or smart watches)
  - notes
  - iPod
  - MP3/4 player or similar device
  - head phones / ear buds

## **In the examination venue**

- Invigilators will invite pupils into the exam room and will advise pupils where to leave their bags. All pupils must sit in their allocated seats.
- Pupils will be under exam conditions **as soon as they enter the exam room**; they must not attempt to talk to, communicate with or disturb other pupils.
- Pupils must listen carefully to the instructions given by the invigilators at all times. They should read and follow any instructions printed on their question paper and/or answer booklet and must let the invigilator know immediately if they have been given the incorrect paper or if there is a problem.
- Pupils must not start to complete the details on the front of the question paper and/or answer booklet, or open their papers, until they are instructed to do so.
- If a pupil has a question or requires assistance at any point during an exam, they should raise their hand and wait for an invigilator.
- Pupils cannot leave the exam room until the exam has finished and all papers and materials have been collected. Invigilators will announce when pupils can leave.
- Pupils will be dismissed from the exam room row by row; once dismissed, pupils should collect their belongings and leave the exam room in **complete** silence. There may still be pupils in the exam room who are working.
- After each exam, pupils must go straight to their normal timetabled lesson.

## **Access Arrangements**

- Where appropriate, provision for candidates with access arrangements will be made for each examination.
- **Any candidate who has approval for extra time must remain in the exam venue until their extra time has expired; candidates are strongly encouraged to make full use of their extra time allowance.**

The timings for each exam, including any extra time, will be displayed at the front of the exam room for all examinations.