

# Year 11 Business Exam Check List October 2017



Your Exam Dates are:

**Monday 9<sup>th</sup> October**

**Wednesday 11<sup>th</sup> October**

**Monday 16<sup>th</sup> October**

**Wednesday 18<sup>th</sup> October**

**Friday 20<sup>th</sup> October (Catch up Session Only)**

Please allow plenty of time for your journey to school on exam days.

**You will need to be in the Dining Room at 0840 (Missing P1) on Monday 9<sup>th</sup> October. This will allow you to be briefed by Mr Justice and do any final preparation for the first paper.**

**The Exam will be taking place in the 6<sup>th</sup> Form Common Room on Monday 9<sup>th</sup> only. All other Exam Sessions are in the Main Hall.**

**You will need to be in the Dining Hall at 0830 each exam morning on the 11<sup>th</sup>, 16<sup>th</sup> and 18<sup>th</sup> October** in order to arrive in the Hall on time. You should wait in the dining hall to avoid overcrowding in the corridor.

**20<sup>th</sup> October** – You will be informed if you are required for this session on Wednesday 18<sup>th</sup> October, depending on attendance for the previous sessions.



Bags and coats should be left in lockers – do not bring them to the exam room. Do not leave valuables in lockers.



**Students must not have mobiles phones, smart watches or any other electronic devices in their possession whilst sitting the exam. You must not have** notes, iPods, pagers, MP3/4 players, wrist watch with a storage device in your possession.

**If you bring phones or smart watches into the exam rooms you run the risk of being disqualified.** If you do bring a phone in please hand in to an invigilator who will take it to student reception.



**You will need to bring in the following equipment in a CLEAR PENCIL CASE or plastic bag:**

2 x **black** ball pens (not rollerballs, gel pens or blue pens)

2 x HB pencils

1 x eraser

1 x ruler

1 x calculator (where allowed) NO LIDS to be brought into exam room.

1 x protractor

1 x pair of compasses

Coloured pencils where needed

3 x different coloured Highlighter Pens

(can only be used on Question Papers NOT in your answers)

**N.B TIPPEX/CORRECTING FLUID, TAPE or PENS IS NOT ALLOWED**

**Do not use gel pens** – this is because many of the exam papers are now scanned and sent electronically for marking – gel pens do not scan well.



- Sharpen pencils –Pencil sharpeners can only be used prior to entering the exam room.
- You may bring in a **drink of water** in a small, clear plastic bottle. Any labels must be removed. These should have a spill-proof cap.
- You may bring in **sweets**: these must be unwrapped and in a clear transparent bag. You must be able to eat them without making a noise.



- **All wrist watches MUST BE REMOVED and placed on your exam desk in full view of the Invigilators.**



**CALCULATORS:**

**A basic scientific calculator is considered sufficient for the demands of the GCSE.**

**Sshh!**

**There is absolutely no talking or communicating in any way between students once you enter the exam hall. If you have any questions, you should raise your hand once seated and an invigilator will come to you.**



No food allowed in the exam hall (if you have a special requirement – please see Mrs Sellar (Exams Officer) in room 158 before the exams).



Read all instructions very carefully, paying particular attention to whether you have to answer all questions or choose questions about subjects you have studied. It is a good idea to look through the whole paper first, ensuring you turn all pages and do not miss any questions. Use your time wisely and ensure you keep an eye on the clock.

If you have any concerns regarding your exams please see Mrs Sellar, Exams Officer in room 158.

