

INSTRUCTIONS FOR EXAMS – KS3

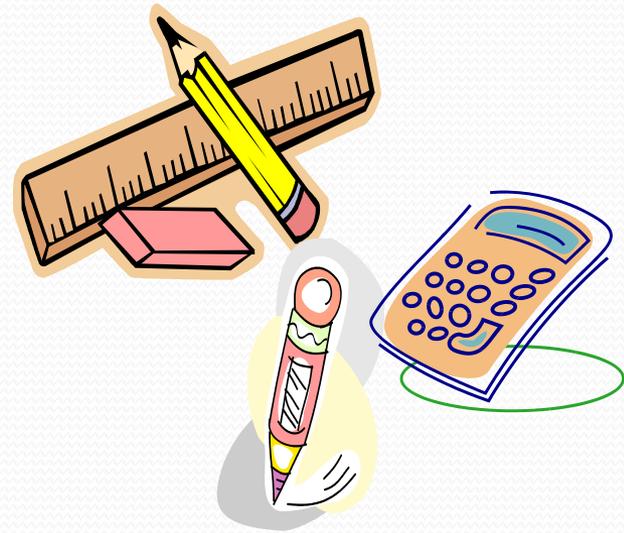


ALPERTON
COMMUNITY SCHOOL

Exam Equipment

- Equipment needed for the exams

1. Pens with black ink only
2. Pencils
3. Erasers
4. Rulers
5. Calculators without casing (check with class teacher)
6. Coloured Pencils/Highlighters
7. **CLEAR PENCIL CASES ONLY**



Examination Times

- Morning Session starts at 8.40 am
- Middle Session starts at 11.20 am (11am on Mondays)

You should start to line at least **10 minutes** before the examination begins – you will not be given extra time if you arrive late.

Coming in For Examinations

- Gather at the relevant point – **Main Dining Area**
- Line up quietly in Rows, e.g. Row **NPQR and STVX Forms**
- Once you enter the exam room you are under ***“Exam Conditions”***. Come in quietly, **NO TALKING** and leave bags and coats in the relevant changing room as you come in and go and sit in your allocated seat
- Ideally **DO NOT** bring mobile phones, MP3/4, iPods or any other electronic equipment. If you do make sure it is put into the plastic pouch on your desk for safe keeping. Any items left in bags and lost are at your own risk. It is your responsibility.
- **YOU MAY** bring bottled water into the examination room, if you wish. However ensure you take off any wrapping.

Sitting Plan

Be clear about where you are seating !!!

You will have the same seat for each exam

ROWS

TABLE

| | A (Form N) | B (Form N) | C (Form N) | D (Form N/P) | E (Form P) | F (Form P) | G (Form P) |
|---|-------------------|-----------------------------|----------------------|--------------------|-------------------|-----------------------------|------------------|
| 1 | Achavine, Vidisha | Devji, Chandresh | Khan, Ehsan | Sankesara, Isha | Jama, Abdulsamad | Nanji, Kaushik | Rowe, Chardonnay |
| 2 | Adan, Fatima | Dharmendra, Himani | Lopez, Sylvester | Santilal, Fanil | Jamnadas, Ishwari | Navinkumar, Smit | Samgi, Nimisha |
| 3 | Ali, Khadra | Dipendrakumar, Rohan | Manilal, Priyanka | | Louis, Joe-Shaun | Patel, Anish | Sauchande, Jay |
| 4 | Amer, Omar | Divyeshkumar, Darshita | Matthews, Zadeia | | Manji, Ankesh | Patel, Kayal | Shah, Hussain |
| 5 | Arfaei, Kian | Eccleston, Baka-Ari | Mohammed, Imaan | | Manji, Soniya | ol Guerra, N'Ginga Elisabet | Shaikh, Hayyan |
| 6 | Balu, Avan | Gurzij-Povilaiitye, Paulina | Musa, Imran | Collins, Kaci Blue | Manojkumar, Pooja | Pravin, Kinjal | Sinclair, Kory |
| 7 | Boadi, Alysia | Hall, Kristian | Pravinkumar, Fenisha | Dhrmendr, Hemali | Mavji, Shivang | Ramesh, Raj | Solanki, Krushi |
| 8 | Bulsara, Nathan | Harji, Akshay | Rakeshkumar, Vinit | Golaid, Abdirahman | Mohamed, Maryama | Ramgi, Vitor | Swaleh, Billal |
| 9 | Chaudhry, Bilal | Hashu, Hemangi | Raytaan, Siham | Halai, Vanisha | Mohan, Dhruvil | Ramnklal, Ishika | Vala, Jiyal |

Forms NP/ST = Hall

Forms QR/VX = Library

Access Room = EI30

In the Exam Hall

- Wait quietly for instructions for the start of the exam
- You will be asked to start all at the same time.
- Try and answer all questions and keep an eye on the time.
- **NO COMMUNICATION** with any other students.
- If you need clarification about anything put your hand up. The invigilator will come and answer any query you might have.
- They will not explain question or words within the question.
- If you finish early. Check through your answers. If there is still time. Wait quietly for the end of the examination.

End of Examination

- The Invigilator will call time to end the examination.
- Stop writing as soon as this happens.
- Wait quietly (NO TALKING) whilst the invigilators collect the papers and return mobiles/other possessions to candidates.
- You will be dismissed by row quietly.
- When this happens you go and collect your bags from the changing room quietly without talking and leave hall back to timetabled lesson.
- **NO TALKING TO OTHER STUDENTS UNTIL YOU HAVE LEFT THE VENUE.**
- If you do so, your paper will be disqualified.

Ill for an Exam?

- **Before exams illness**

- You should phone the Pastoral Manager who will advise you what to do

- **During exam illness**

- You should put your hand up and tell the invigilator immediately

Late or Missed An Examination?

- **Late**

- If you arrive after the start of an examination go and see your pastoral manager to explain.
- You will NOT be entitled for any extra exam time.
- Late entrance has to be reported to the pastoral manager

- **Missed**

- You will receive ZERO marks for the paper.

GOOD LUCK !!!