



# Mock Exam Guidance 2025

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## Introduction

It is the aim of Royal Grammar School to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this guidance will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems.

The Joint Council for Qualifications (JCQ) and the awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and this school is required to follow them precisely. You should therefore, pay particular attention to the [Information for candidates documents](#) that are available on the school website.

Some of the questions you may have are answered at the end of this guidance. If there is anything you do not understand or any questions that have not been addressed, please ask.

If you or your parents have any queries or need help or advice at any time before, during or after the examinations please contact:

**Exams Officer: Mrs Beata Hogarth**

[bah@rgshw.com](mailto:bah@rgshw.com)

**01494 551444**

## Before the Exams

- Check your Student Portal for your Exam Timetable  
Misreading the timetable is NOT an acceptable excuse for being late or missing an exam.
- Check for exam start time.  
(if you have an exam clash your start time may differ)  
You must arrive 30 minutes before the exam start time.
- Check the **Seating Plan** displayed
- **Remember to have your Exam Card ID for every exam.**
- Bring essential [exam equipment](#) in a **clear pencil case**.
- Only one bottle of water is allowed and **the label must be removed**. Unless you have a medical condition, NO other drinks or large bottles are allowed
- **Mobile phones**, watches or any notes are NOT allowed
- Go to the toilet. You will not be allowed to go to the toilet in the first 60 minutes and the last 15 minutes of the exam time.

## Exam Photo ID

In line with the JCQ guidelines, Invigilators must establish the identity of all candidates sitting examinations. The Form Tutor will give you your Exam Photo ID card which displays your name, candidate number and photo. You will need to use this Exam Photo ID card when you take your Mock Examinations and Public Exams in the Summer. You will be expected to place your Exam Photo ID alongside the desk label. If you do not have your Exam Photo ID with you, you will delay the start of the exam while the Invigilators verify your identity.

## Understanding the Seating Plan and Lining Up

- Seating Plans will be displayed outside the exam room showing which row and seat you have been allocated
- Seating is allocated in a candidate number order
- When instructed, line up under your designated letter (A-L) in seat number order
- You must be silent as soon as you are asked to be. Once you have been told to go into the exam room, silence must be maintained.

## The Start of the Exam and During the Exam

- From the moment you enter the exam room you are subject to Exam Board Rules and Regulations (see [External Examination Regulations](#) on the school website)
- Once seated, you must remain seated, facing forward and silent
- Place your Exam Photo ID on your desk, next to the desk number
- Check that you have got the correct exam paper and all permitted materials

Note: there are likely to be several different exams taking place in the same room

- Equipment must be in a clear/see-through pencil case
- A clear water bottle is permitted (labels must be removed)
- **Do not** start writing anything until the Invigilator tells you to fill in all the details required on the front of the question paper and or answer booklet.
- If you require assistance – raise your hand and an Invigilator will come to you

## At the End of the Exam

- If you finish early, check your work thoroughly
- You cannot leave the exam room until the end of the exam. However, if you have finished you can rest your head on your arms or on your desk to avoid the temptation to look around
- You will be given 5 minutes warning before the End Time

- Once the end of the exam has been announced **you MUST stop writing immediately.** Failing to do so could result in [malpractice](#) and a potential disqualification
- You must remain seated until all exam papers have been collected
- You will be dismissed from the exam room row by row. You must leave in silence and in an orderly manner
- If more than one exam paper is taking place in the exam room you must be aware that other students may still be working

**IMPORTANT: leave the examination room in silence**

**Additional information**

- **Late Arrival** – if you think you might be late you must contact the School Office IMMEDIATELY on 01494 524955 or 01494 551463 (do NOT leave a voicemail message, it may not be picked up in time)
- **Absence** – if you are absent from [mock exams](#), you will be invited for an alternative session. Public exams CANNOT be rescheduled
- **School uniform** must be properly worn at all times.

**Equipment Required**

- Exam Photo ID
- Transparent pencil case
- At least two **BLACK** pens – all answers must be written in **BLACK** ink
- Pencils
- Eraser
- Ruler
- Protractor
- Pair of compasses
- Own scientific calculator (**clear anything stored in it, remove any parts such as cases, lids or covers which have printed instructions or formulae**)

**IMPORTANT: it is YOUR responsibility to bring your own equipment!**

**UNAUTHORISED ITEMS**

- **AirPods, Earphones/Earbuds, an iPod, a mobile phone, a MP3/4 player or similar device, a watch, smart glasses or other smart devices**
- **Gel pens**
- **Notes / books / papers / calculator instructions**

- **Non-transparent pencil cases**
- **Tippex, Correction fluid**
- **Bottles containing liquids other than water**
- **Labels on water bottles**
- **Writing/symbols on hands/skin**

### Malpractice in Examinations

- Failure to follow instructions given by the Exams Officer and/or Invigilator
- Breach of instructions from the Exams Officer and/or Invigilator, such as Candidates continue to write when they have been told to stop
- Disruptive behaviour of any kind
- Communication with other Candidates
- Turning around – non-verbal communication
- Copying or attempting to copy
- Leaving the examination room without permission
- In possession of any unauthorised items, even if not attempting to use them
- Attempting to use unauthorised items
- Passing items to other Candidates (Invigilators will pick up fallen items for you)

### Sanctions applied against candidates (the list is not exhaustive)

- **Warning from the Awarding Body** (e.g. mobile phone not in candidate's possession but makes a noise; notes irrelevant to subject; minor non-compliance or disruption; isolated incidents of talking before the start of examination or after the papers have been collected)
- **Loss of some or all marks** (e.g. mobile phone in the candidate's possession but no evidence of being used; notes relevant to subject; repeated or prolonged disruption or unacceptably rude remarks; talking during the examination)
- **Disqualification** (e.g. mobile phone in the candidate's possession and evidence of being used by the candidate; notes introduced in a deliberate attempt to gain an advantage; warnings ignored, provocative or aggravated behaviour; repeated or loud offensive comments; talking about examination related matters)

**Any instance of malpractice during mock exams will result in appropriate sanctions.**

### Emergency Evacuation Procedures

- In the event of the emergency alarm sound, stop writing immediately. An Invigilator will make a note of time
- Remain silent, facing forward and await further instructions
- **You must not communicate with anyone** other than a member of the examination staff. This also applies even if you are asked to evacuate the exam room
- All exam materials must be left on your desk

- On arrival in the designated area you must remain silent
- Once 'all clear' has been announced you will be escorted back to the exam room
- Once you have re-entered the exam room, you must await instructions from an Invigilator before resuming your examination. You will receive the full remaining time for the paper

### JCQ Information for examination candidates

You will be aware that External Examinations are regulated by the Awarding Bodies and Joint Council for Qualifications (JCQ). All candidates must be aware of the regulations and understand the consequences of non-compliance. Failure to comply with any regulations will be treated as malpractice. As a JCQ approved centre, RGS must follow the rules and will report any malpractice that occurs in public examinations.

## FAQs

### 1. What are exam conditions?

As soon as you are invited to the exam room there must be complete silence. You **must not** speak, distract or communicate with other candidates in any way. You must face the front at all times. **Do not** write on the exam paper until you are instructed to do so. If you need anything before or during the exam you must put up your hand and wait for an invigilator to come to you.

### 2. What if I forget to hand in my mobile phone?

It is important that you pay particular attention to the instructions given before every exam. **Possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.**

### 3. What time must I arrive?

You must arrive at least 30 minutes before the start time. You will be given reminders to check that you have the equipment that you need for the exam and to check your pockets for any unauthorised material.

### 4. I lost my Exam ID Card. What do I do?

See Mrs Hogarth at least 30 minutes before the exam.

### 5. What if I am ill or late on the exam day?

Inform the school immediately using [the telephone numbers](#) above so that we can help or advise you.

## **6. Why are there restrictions on the toilet breaks?**

This can be very disruptive to other candidates. You will not be allowed to leave the exam room for a comfort break in the first 60 minutes of the exam and the last 15 minutes of the exam unless you have a condition that we have previously been made aware of and a medical letter.

## **7. Why are mocks run as though they were real GCSE exams?**

This is the opportunity to practice for the real exams, bringing the correct equipment and learning how to follow the JCQ regulations in full.

## **8. Do I get study leave for mocks?**

Yes. The dates are Monday 6 - Tuesday 21 January 2025 inclusive.

## **9. Can I come into school during study leave?**

You can come into school during study leave. Please sign in at the Student Hub and go to your usual classroom for Private Study.

## **10. Will Study Leave affect my attendance?**

Study leave will have an impact on your attendance record for the Spring term as we can only record attendance if you are actually in school. On the days you do not have an exam or you do not register in school to revise, this will be recorded as an authorised absence for mock exam study leave.