



**PiXL English and Maths Exams**  
**Tuesday 14<sup>th</sup> & Wednesday 15<sup>th</sup> November**

**Year 11 Formal Exams**  
Tuesday 12<sup>th</sup> December  
to  
Wednesday 20<sup>th</sup> December 2017

# Alec Hunter Academy

## YEAR 11 English and Maths PiXL Exams & FORMAL EXAMS TIMETABLE AND INSTRUCTIONS

The PiXL Exams for English and Maths will be on the 14<sup>th</sup> and 15<sup>th</sup> November 2017

The Year 11 Formal Exams start on Tuesday 12<sup>th</sup> and finish on Wednesday 20<sup>th</sup> December. You will be in normal lessons, registration and tutorial if you are not in an exam.

Please be aware that if you are meant to attend an exam and you do not arrive, a phone call will be made to gain an explanation for your absence.

All exams will take place in the Sports Hall unless stated otherwise on the timetable:

- ART students will be advised of which group they are in by Mrs De Kadar and exams will take place in L1 & L2.
- GCSE PE students will be advised which periods over the 2 days they need to attend and where to report by Mr Edwards.
- Your Exams will be taking place in the Sports Hall unless advised otherwise.
- Please be punctual for all your exams.
- Assemble in the area behind the Sports Hall, where seating plans for each exam session will be displayed on the wall.
- Make a note of the row and seat number you will be seated in and then line up in front of the letter of the alphabet allocated to you.
- You will then be told when you will be allowed to enter the exam room and you **MUST** sit at the desk that has been allocated to you, unless the invigilator instructs you otherwise. If you do not sit in the correct seat, you could be marked absent or have the incorrect paper issued to you.
- You are not allowed to enter the exam room before time.
- There will be invigilators outside the Exam Rooms collecting mobile phones. You must switch off your mobile and you have a choice of handing it to the invigilator or placing it into your bag. Please note that the college is not responsible for any loss of mobile phones.
- **Some of your exams may run beyond 3.10 pm, please make alternate arrangements to get home on these days.**

### Special Exam Arrangements

- Students with special exam arrangements will need to assemble behind the sports Hall as well. There will be a sign marked "Special Exam Arrangements". You will be collected by an invigilator at the start of each exam and taken to the exam room. Please do not go directly to the rooms as they are subject to change.

### Equipment

2 black pens

2 HB pencils

Rubber

Calculator

Students without the required stationery will have their responsibility cards marked.

Make sure you have the correct equipment for your exams; you may not borrow anything from another student.

Equipment must be in a clear bag or pencil case. You are required by exam boards to **only use black pens**. Pencils need to be used for diagrams.

Your calculator must not have a formula card with it, any programmes must be deleted and no calculators with communicators are allowed.

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You must not bring a spell checker or dictionary into an exam.

Highlighters and Correcting Fluid are not allowed in exams.

### INSTRUCTIONS AND ADVICE TO STUDENTS

Exam boards have very strict rules to prevent cheating.

No food or drinks should be brought into the exam with the exception of **plain water in a sealed clear plastic bottle with the label removed.**

Exam boards can now refuse to mark papers that have graffiti on them, we apply the same rule.

You must not bring any mobile phones, iPods, iWatches, pagers, personal stereos or other equipment into an exam. You should not have any notes about the exam or anything else written on any part of your body.

You must enter the exam area in silence and at the end leave in silence.

When you are in the exam room, listen carefully to instructions. If you are not sure please raise your hand.

During an exam you must not disturb anybody else. That means not talking to others, making any noise or even turning to look at them!

If you need anything during an exam, put your hand up and wait for the invigilator to come to you.

Do not mark the desks or your candidate card.

The exams are to help you prepare for your GCSE exams and to check your progress.

If you are unsure about anything to do with the exam or have any special requirements e.g. medical, please see Mrs Govender in the examinations office. We will do everything possible to help your exam run smoothly.

## **Emergency evacuation procedure for examinations**

**Please note that in case of a fire or any other emergency during an exam the following procedure will be followed:**

- You will need to evacuate the room using the doors at the rear of the Sports Hall.
- Students for exams that have been re-roomed elsewhere in the school should also make their way over to the field behind the sports hall, and join the rest of the students.
- You will be supervised at all times.
- Please ensure that there are no discussions of any sort as this will jeopardise your exams and a report will be sent to the exam board.
- Once the premises is declared for a safe re-entry you will be allowed back in the exam room and given the full working time set for the examination.