



Y11 Mock Exam Guidance for Students March 2026

Seating:

- **Exam venues:** Theatre/Stage, Gym, Ede Studio, Keeling House, C4 and C15.
- Individual exam timetables have a row and seat number e.g. D4.
- You may have a different seat or venue for each exam so keep your exam timetable safe.
- Exam venues are clearly set up and labelled to help you find your seat.
- Daily seating plans will be on display in Ross House quad – please regularly check these.
- If you cannot find your seat in an exam venue, ask an invigilator for support.



Arrival and Line-Up Protocol:

- Morning Exams: 8.45am for a 9am / 11.25am for a 11.30am start.
- Register with your tutor and then make your way to your exam venue.
- **Theatre:** Stand in the designated chalked grid square that corresponds with seat number.
- **Gym:** Stand in the chalked line in seat number order A1, A2, etc.
- **Ede Studio:** Stand in line in seat number order. Wait to be called one row at a time.
- **Other Venues:** Line up quietly outside. You will be invited into the venue by seat number order by a designated invigilator.



It is essential to be on time for exams. The start cannot be delayed for individual candidates.

Exam Protocols:

- Before arrival – ensure you have the correct uniform and equipment.
- At each venue – A member of staff will signal for you to be silent and tell you that you are now under exam conditions. Follow this instruction.
- If applicable - They will explain any special arrangements for that exam.
- You will be called into the venue in row order by the designated lead staff member.
- As soon as you enter the exam room, you **must not** attempt to communicate with other students in any way. This is **exam malpractice**, will be reported to the exam boards and you could lose all marks for that paper.
- In the exam room you must listen to and always follow the instructions of the invigilators.
- Centre number, date, paper, start and finish time of your exam will be displayed on the board.
- You must not write anything until asked by the invigilator to complete the front page.
- You must use your legal name, not your preferred name.
- You are responsible for producing legible handwriting in your exams.
- Do not write on examination desks. This is regarded as vandalism, and you may have to pay for damage.
- Do not graffiti on examination papers. Any offensive, obscene or discriminatory content is considered malpractice, and you may be awarded zero marks.
- If you require any additional answer sheets/answer books, please raise your hand.
- Do not start until you are signalled to do so.

Equipment:

- For most examinations you should bring the following:
- At least two pens (black ink only, no gels pens)
- 2 HB pencils
- For some exams you will need a calculator, a 30 cm ruler (marked with mm and cm), pencil sharpener and rubber, compass, protractor, coloured pencil crayons.
- No calculators for non-calculator Maths paper.
- You are responsible for providing your own equipment for exams. You must not attempt to borrow equipment from another candidate during the examination. Your equipment must be kept in a transparent pencil case or clear plastic bag.



What should not be taken into the exam room?

Examination rules are strict

- No food is allowed in examination rooms.
- Water may be taken into the examination room (no other drinks). It must be in a clear plastic bottle with all labels removed.
- Bags and coats are not permitted in the venue.
- Mobile phones and all watches must not enter the exam room. If you forget, please inform the invigilator and hand it in to them at the start of the exam. They can be collected after the exam.
- Being in possession of a mobile phone or any other electronic device is regarded as cheating and can lead to disqualification.

For more detailed guidance about examinations from JCQ please visit:

https://www.jcq.org.uk/wp-content/uploads/2025/08/IFC-Written_Examinations_2025_FINAL.pdf

Information for candidates – Joint Council for Qualifications

https://www.jcq.org.uk/wp-content/uploads/sites/2/2026/02/IFC_AI_Assessments.pdf

