

Mock IB Exams – February 2012

Please read the following notice very carefully. It contains important information about the forthcoming 'mocks' period. It is vital that every student follows the procedures outlined below.

Timetable

The published timetable must be read carefully by all IB students. Copies will be displayed in the Sixth Form Common Room as well as on the student portal.

Registration, attendance and dress

Morning examinations normally start at 09.10, though you must present yourself by 08.55 at the latest ready to be seated. **You must register with your tutor at Tutor Group meeting** but you will not be expected to attend assembly. You may go to the Sixth Form Centre to revise after you have registered. **If you have an examination in the afternoon you will be registered by attendance at the examination itself**; please arrive at your allocated exam room at least 15 minutes before the official start of the exam, which in the afternoon is 14.00.

On a morning when you do not have an examination, you may revise at home or in your Boarding House, provided parents (or, if a boarder, Housemaster/mistress) agree. Otherwise you must work silently in the Library or quietly in the Sixth Form Centre. When your examination has ended please do not disrupt the rest of the School by being noisy around the campus.

All students must wear school uniform during examinations but may wear their casual clothes at other times during Study Leave.

Clashes

If two papers clash, the alternative time is indicated in the timetable as **(CLASH)**. These alternative times apply **only** to those who have a clash. If there are any unresolved clashes, please see AAF immediately and certainly by **Saturday 4 February** at the latest.

Rooms

The examinations (except for Music, Drama and Art) are to be held in the Marley Sports Hall and Gym. Those requiring the use of word processing will sit their examinations in the Marley Computer Room (MCR). The Music, Theatre and Art examinations will be held in rooms as outlined in the timetable. Please note carefully where your exam is taking place on each day.

Games and Activities

Attendance at representative sport fixtures as stated in the calendar is compulsory and any variation must be negotiated with the member of staff in charge of the team at least a week in advance. Failure to do so may lead to the usual sanction imposed for non-attendance at games. Attendance at other games activities is optional.

Normal School

Normal School recommences on **Wednesday 29 February** with period 5.