

QUEEN'S PARK HIGH SCHOOL, CHESTER

ASSESSMENT GUIDELINES FOR YEAR 10 STUDENTS

- 1) **All students must be in full school uniform for all assessments.**
- 2) All students have been issued with a timetable listing the times and dates of the assessments.
- 3) You must bring at least one BLACK pen, a pencil and a ruler for assessments. A spare BLACK pen is advisable. You must bring any other equipment (such as a calculator etc.) that you might need for a particular assessment. Your pens etc. will have to be in a **see-through bag**. You should write in black ink and not use Tippex-type correctors or highlighters on the answer papers. Coloured pencils or inks may only be used for diagrams, maps, charts etc. unless the instructions on the front of the questions paper state otherwise.
- 4) **MOBILE PHONES, MP3/4 players, smartwatches, iPods, web enabled or data storage devices etc. ARE NOT ALLOWED IN THE ASSESSMENT ROOMS UNDER ANY CIRCUMSTANCES.*** Any other wrist watches must be placed at the front of your exam desk.
- 5) Make sure that you turn up at the right time and place for an assessment. Arriving late delays and disturbs others. If you do not have an exam, go directly to your lesson or tutor time.
- 6) You will be registered in your tutor rooms for morning for 8.45 a.m. You will be given instructions about period 3 and afternoon assessments.. There will be set seating plans for each assessment which will be displayed outside the assessment room. Teachers will also have copies of the seating plan and they will give you an opportunity to leave your bag and phone in a secure area.
- 7) No coats and bags are allowed in the assessment rooms. Make sure there are no revision notes etc. in any of your pockets.
- 8) There must be **no eating**** in the assessment room (this includes chewing gum). The only drink allowed is a small plastic bottle of water – bottles must be see-through, clear in colour with no labels, no writing and a small screw cap top to avoid spillages.
- 9) Once in the assessment room do not talk or communicate with other students in any way. If you have a question put up your hand and the invigilator will come to you.
- 10) You must not write or draw on the desks.
- 11) You must stay to the end of each assessment.
- 12) When you leave an assessment you must not hang around, make a noise or disturb classes that are working. **Leave quickly and quietly and go to your lesson or next assessment.**
- 13) If you are ill and unable to attend an assessment you must contact school on the day of the assessment to let the school know you will not be there (telephone 01244 981500).

You must not talk to or communicate with other students during an assessment.

You must not disturb other students, especially if you have finished your assessment.

NO MOBILE PHONES, MP3/4 players, smartwatches, iPods, web enabled or data storage devices etc. ARE ALLOWED IN THE ASSESSMENT ROOM.

Anyone who misbehaves in an assessment and so prevents other students from concentrating properly COULD FIND THEMSELVES DISQUALIFIED FROM THE ASSESSMENT.

* If students insist on bringing a mobile phone or any other unauthorised item to the assessment room, then these items must be handed in for safe-keeping to the invigilator. This is done at the student's own risk and the school will not be liable for any loss or damage. Metal detectors may be used to check for mobile phones.

** Exceptions are students with known medical conditions.