IB Mock Exam Briefing
What, When and Where?

* What? -> Mock exams:
  * Conducted in the same way with the same procedures as the final exams in May.
  * In addition to giving students a “real” experience, these exams are training for new invigilators and a refresher for existing invigilators.

* If you are absent:
  * You must give a doctor’s note to Ms Davey-Peel as soon as possible.
  * Arrange with your subject teacher when to do the missed exam.
What, When and Where?

  * 4 January is study leave – exams start on 5 January.
  * Course students have half day study leave before exams.
  * Dates and start times on individual timetable.
  * Back to normal lessons on 15 January except Visual Art students.
What, When and Where?

* Where? -> Refectory then called to Hall
  * Go to the Refectory 20-30 minutes before the exam start time.
  * Find your desk on the seating plan posted on the Refectory window.
  * Leave bag and valuables in a locker or a safe place.
  * Nothing to be left in Refectory during exams.
  * Be considerate and keep the Refectory clean and tidy.
IB Conduct of the Examinations
Notice to Candidates

A copy of this document is displayed in the Diploma Centre and on the school website (examinations section).

It is your responsibility to read this document.

Any questions, email examsoffice@sis.edu.hk
In addition to the Notice to Candidates ...

* **General:**
  * You must bring photo ID to every exam. HKID preferred (copy cut to size acceptable).
  * Stationery in clear plastic bag. GDC showing RAM cleared or equivalent.
  * No phone, no electronic items with access to the internet.
  * Small bottle of water permitted.

* **Arrival:** If you are late go to the Exams Office. Unacceptable reasons: no taxis, missed bus/ferry, slept in.

* **Early departures:** School policy – no early departures, you must stay until the end.
* **Cover sheet:** Cover sheet on desk with your name and session number on it. Write subject teacher name on cover sheet.

* **Time calls:** Given at 30 minutes then 5 minutes before end time. Exams less than 1 hour, 5 minutes call only.

* **End of exam:** Fasten all work together with a string tag:
  * Cover sheet
  * Exam paper
  * Additional paper – lined
  * Additional paper - graph