

Tasks for the evening before the mock

Exam rooms set up

- Correct spacing between each seats.
- Candidate numbers on stickers on the corner of each desk in numerical order.
- Synchronizing of clock in each room and the person organizing the change-over of exam scripts and answer sheets.
- Room 3 (MTC3) across the road needs 2 clocks as the pillar obstructs the view for students seated at the back.

Academy and MTC Set up

- Signage to be put in place to direct students easily to their room and seat.
- List of Students in alphabetical order.
- An A3 size copy of the list of students, their candidate numbers and classroom to be displayed in the window at the front door of the relevant building.
- Arrows on each corner clearly highlighting the direction to each room.
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CCC Room set up (Corrections)

- Model answer for each of the writings for each person correcting
- Handbook for each person.
- The question paper for each person to refer back to what is being asked in the exam.
- A person elected to check the corrections before they are submitted.
- Answer templates created for Reading and Use of English and Listening marks sheet.
- Template layout done correctly to optimise usage.
- Ensure each template matches the marks sheet exactly.

Cash and Payments

- Cash organised to pay invigilators, teachers and receptionist across the road.
- Keep a list of the hours worked by each person to keep account of what has been paid out.

Materials for candidates

- Numbered envelopes to match the student numbers for each candidate
- A breakdown of what the scores mean in relation to each mark for each section of the exam
- A list of consistent errors that are made in the writings to accompany the statement of results to help students better understand where they went wrong.
- Statement of results to be printed on proper A4 sheets. (*Alba to order the paper in the week running up to the Mock)