

The Latymer School Assessment Test Guidance Notes

Entry to Year 12 in September 2023

IF THE APPLICANT OR ANY MEMBER OF THEIR HOUSEHOLD ARE SHOWING SYMPTOMS OF COVID 19 THEY MUST NOT ATTEND THE TEST. PARENTS SHOULD EMAIL: admissions@latymer.co.uk for further advice.

IF YOU LIVE LOCALLY, YOU WILL FIND IT EASIER TO WALK TO THE SCHOOL AS THERE IS NO PARKING ON SITE - APPLICANTS SHOULD BE DROPPED OFF BY ONE PARENT ONLY.

Paid parking can be found at: Edmonton Green Shopping Centre (N9 0TZ) - approximately 20 minutes' walk to the school <https://www.edmontongreencentre.co.uk/centre-info/car-park/>

Arrival

- Please do not park in Haselbury Road as this causes inconvenience to our neighbours.
- We have no facilities for those who accompany candidates to remain on site while the tests are in progress.
- **If travelling by public transport, always check the Tfl website for up-to-date travel information.**
- When you enter the school, there are toilet facilities around the Great Hall area.
- For test security reasons, outdoor coats are not allowed in the test hall. We only have limited cloakroom facilities and therefore, if you are accompanied and will be collected by another person, can you please give them your outdoor coat.
- **Mobile phones must be switched off. Mobiles and watches will be collected in at the start of the test and returned at the end.**
- **Any candidate found with a mobile phone or other communication device in the test venue will be disqualified from the test.**
- Find your correct seat which is printed on your registration tickets. Each desk will have a card with the row and seat number on it.
- A hand bell will ring just before we are about to start the instructions.

Information about the Assessment Tests

- The JCQ External Examination regulations will be used to conduct these tests.
- The tests will be supervised by our experienced team of invigilators.
- The announcer on the stage will read out the instructions and take you through an example and some practice questions before each test commences.
- Each test will be timed, and clocks will be visible to candidates in the hall. Watch alarms must be disabled.
- Once the test begins, the invigilators will not be allowed to tell you how to answer the questions or explain the meanings of any words. However, if you are worried about any other matter, you should raise your hand to seek help from an invigilator.
- *The test is divided into three parts:*
 - *Non Verbal Reasoning (using shapes)* - 20 minutes
 - *Verbal Reasoning & Number Reasoning* - 26 minutes
 - *Spatial & Figure analysis (using patterns & numbers)* - 26 minutes
- Each section will start with a marked example and some practice questions.
- *The questions in each test become progressively more difficult so you have to work quickly to complete each section but please do not panic if you are unable to complete any test.*
- **There are no practice papers available for these tests.**
- **DO NOT WRITE YOUR ANSWERS IN THE QUESTIONS BOOKLET – ONLY ON THE ANSWER SHEET.**
- If you finish a test early, you are allowed to go back and check your answers from that test only. You are not allowed to turn back to a previous test or go forward to a new test.
- If you need to use the toilet during a test, raise your hand and the invigilator will escort you to the nearest toilet. However no time allowance will be given for any test time that you miss.
- After each test, there will be a very short silent, seated break for you to readjust and compose yourself before the next test. This is not to be used as a toilet break.

Regulations

- The examination regulations begin once you enter the Great Hall and you must not become involved in any unfair or dishonest practice. You could be disqualified from the tests and forfeit your application.
- There must be no talking or misbehaving in any way during the tests.
- You must not borrow anything from another candidate.
- You must follow any instruction given by the announcer and invigilators.
- If you feel unwell or have any other concern during the test, you should speak to an invigilator at that time.
- Once the test begins, you are not allowed to leave the examination hall. If you finish any test early, you must sit at your desk in silence, face forward and wait for the beginning of the next test.

What you must bring to the test

- FACE MASK/COVERING – optional
- **HB** grade pencils only to mark your answers
- Eraser
- 'Physical' Seating ticket
- An optional bottle of still water. There must be **no labels on the bottle.**
- If you carry an Epipen, Asthma pump or are Diabetic bring medication with you, clearly marked.

What you are not allowed to take into the test

- Mobile phones, smart watches or any other electronic communication device.
- Calculator, calculator watch, ruler, mathematical instruments.
- Pens, biros bags, books, rough paper, notes, noisy bracelets.
- Food, sweets, chewing gum or drink apart from still water in a clear plastic bottle.
- Pencil cases, plastic bags, bags, handbags.

THE SCHOOL CANNOT ACCEPT RESPONSIBILITY FOR THE LOSE OF ANY ITEMS LEFT UNATTENDED WHILST THE TESTS TAKE PLACE.

Dress Code

- You do not have to wear school uniform but please wear sensible clean casual clothes.
- Outdoor coats or hats/hoods (exceptions made for religious reasons), are not allowed in the test hall so wear a warm top. Please do not wear tops with suggestive or offensive slogans.
- Entry will be refused to applicants whom we consider to be inappropriately dressed.