

Examination Check List

Important Rules

- All mobile phones should be switched off and placed in the tray held by the Invigilator. Leaving them on silent is not appropriate.
- Switch off and hand in all other electrical equipment such as iPods.
- Please do not communicate in any way with other students as soon as you enter the examination room.
- Do not put yourself in a position where you could be accused of cheating. It is not a pleasant experience for you or anybody else and you risk disqualification.
- Use only clear pencil cases for all your equipment.
- Black pens are now a general requirement so make sure you have some.
- Only water is permitted and should be contained in a clear bottle, without labels.

Before the Examination

- All examination entries and timetables are issued well ahead of the examination season. Check these thoroughly and speak to the Examinations Officer immediately if you have any queries.
- If you have a timetable clash where you have one or more examinations in the same session at the same time, see the Examinations Officer as soon as possible.
- Make sure that you know where your examination is taking place.
- Seat plans for examinations are displayed outside on the examinations noticeboard down the main corridor (opposite room 1).
- Make sure you know which tier you are sitting before the examination.
- Some afternoon examinations may continue after school, so you may need to make alternative arrangements to get home.

Revision Tips

BE POSITIVE

- Make sure you revise in good time.
- Draw up a revision timetable, but do not be too hard on yourself, be realistic in what you can do.
- Take rests during revision periods.
- If it makes it easier, revise with a friend, test each other and have fun. It is allowed!
- Remember there is only one way to eat an elephant ...one bite at a time!
- Use the BBC Bitesize revision material, it is brilliant: www.bbc.co.uk/schools
- Make simplified notes when you are revising, they are easier to refer to and easier to remember.
- Eat properly and get your sleep (save the partying until your examinations have finished).

- Do not go to sleep straight after revising, as your brain is still active, do something, which you find relaxing.

On the Big Day (s)

BE POSITIVE

- Double-check and make sure you know where your examination is taking place.
- In order that you are as relaxed as possible (though not too relaxed), arrive at your examination room in good time (at least 10 minutes before the examination starts).
- Check you have the right equipment for the examination, including calculators, pens, protractors etc.

When You Are in the Examination

BE POSITIVE

- Take time to read the questions properly.
- Manage your time. Do not get too bogged down on one question, move on and revisit that difficult question at the end.
- Try to answer all questions.
- Where appropriate show your working, you may still get some marks for correct methodology.
- Do not let other people's fears put you in a panic.

Other Important Information

Sickness

- If you are sick, you must let the school know as soon as possible.
- Please tell the call handler that you should be sitting an examination and which examination it is.
- You will need to provide a doctors certificate for the Examinations Officer to send to the Examination Board, within five days of the examination.

Lateness

- If you are going to be late arriving to school **DO NOT** panic but please let the school know immediately.
- Tell us your reason for being late, what time you are likely to arrive and which examination you are due to sit.
- If the examination is still in progress you **May Be** allowed to enter and sit the examination.

Appeals

If at any stage during your examination courses you have concerns about the procedures used in assessing your internally marked work for public examinations (e.g. coursework / portfolio / projects) you should see the Examinations Officer, as soon as possible.

Finally after all that hard work!

Summer Examination Results Day

If you cannot collect your results on the day and would like a parent/guardian/friend to collect them for you, you **MUST** send a letter to the Examinations Officer giving permission for your nominated person only, to collect your results. **In this instance, results will NOT be given out without us being in receipt of a letter of authorisation.** Any Year 11 Leaver results not collected on results day will be posted to the last known address by first class post that day.

Certificates

These will be available to collect during the presentation evening usually held in November. GCSE Certificates must be kept in a safe place. Replacement certificates will not be provided by the school. Uncollected certificates will be destroyed after one year in confidential waste or may be returned to the Exam Boards. The cost to replace certificates is approximately £40.00 per certificate so it is important that you collect your certificates and keep them safe!