



Examination Check List

Important Rules

- All mobiles should be switched off and placed in the tray held by the Invigilator. Leaving them on silent is not appropriate.
- Switch off all other electrical equipment such as iPods or games consoles and also hand in.
- 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 Examinations

- All examination entries and timetables are issued well ahead of examinations. Check and return to the Examination Office by the requested date.
- If you have examinations in different subjects happening 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 the main hall.
- 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 don't 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, they are 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.
- Plan your answers.
- Manage your time. Do not get bogged down on one question, move on and revisit that difficult question at the end.
- Try to answer all the questions.
- Where appropriate show your workings, 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 NO'T panic but please let the school know as soon as possible.
- 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.

And 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 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 incidence no results will be given out without a letter of authorisation

Any Year 11 Leavers results not collected will be posted that day.

Certificates

These will be available to collect during the presentation evening usually in November. Certificates must be kept in a safe place. Replacements cannot be provided by the school. Uncollected certificates will eventually be destroyed.

Please note that the Examination Boards charge £35 (approximately) for a letter confirming results, so it is important that you collect your certificates!