



**EXAMINATION INFORMATION AND  
SUPPORT BOOKLET 2017  
FOR STUDENT AND PARENT/CARER**

Student Name: \_\_\_\_\_

Candidate Number: \_\_\_\_\_

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## **Introduction**

The aim of this booklet is to inform you about examination procedures, to answer some of the most frequently asked questions and to help guide and support you and your parents/carers through the examination process.

Read it carefully, and if you are still not sure about anything ..... **please ask!**

The Exams Officer, Mr Don Hilton, is located in the main school reception

You can contact him by:

- a) Speaking to him in person in the school reception before school, at break, lunchtime, or after school.
- b) Telephoning him on 01752 406961
- c) emailing him on [dhilton@coombedean.co.uk](mailto:dhilton@coombedean.co.uk)

## **Please don't forget he is here to help YOU!**

The school will make every effort to ensure that candidates receive the best possible preparation for their examinations, that the administrative arrangements run smoothly, and the examinations are conducted within JCQ regulations in a way that will cause as little stress as possible and help students to achieve their best.

## **Uniform**

Year 11 School Uniform must be worn at ALL times, when sitting exams, and when you are in school during the examination and subsequent study leave period.

Year 12 and 13, all Sixth Form should be aware that 'appropriate' casual clothing should be worn.

## **Exam Plan**

You will receive a generic exam plan which will detail provision for you during the exam period. It will detail arrangements prior to each exam, where you need to go and when. The exam plan will also be published on the school website.

## Attendance

### Year 11

You are expected to attend lessons as normal until the agreed date when lessons take place differently from the usual arrangements. If you have an exam in the morning, make your way to the agreed location for final preparation as detailed in your exam plan, you will then be escorted to your exam venue by your teacher(s) for a prompt start, 10 minutes prior to the start of your exam.

If you have an exam in the afternoon, make your way to the exam venue at least 10 minutes prior to the scheduled exam start time following your lunch break.

Externally timetabled GCSE Examinations begin week commencing Monday 15th May 2017. You will receive a detailed examination timetable by Friday 21<sup>st</sup> April at the latest.

### Year 12

You are expected to attend all timetabled lessons in each of your subjects until you have sat the final exam in that subject. In the case of applied subjects (BTEC applied science, business, ICT and sport) that don't have an exam, **you are expected to attend through the examination period to continue your work for that/these subject/s** except in the cases where you have an exam or exam prep that clashes with the lesson, in this case, you should inform your teacher in advance of your absence.

Unless you have different plans for September 2017, you are expected to return to school on Monday 12<sup>th</sup> June 2017 to start/continue work towards A Level attending all lessons unless there is a clash with an exam or exam prep.

### Year 13

You are expected to attend all timetabled lessons in each of your subjects until you have sat the final exam in that subject. In the case of applied subjects that don't have an exam, you are expected to attend through the examination period until you have submitted your final work for that qualification and your teacher authorises you to stop attending. They should communicate this to post-16 admin for recording on your attendance record.

### Your candidate or exam number

You have been given a candidate number (sometimes called Exam Number) – you will find this on the top of your Individual Candidate Timetable. **Ensure your exam number is written on the front page of this booklet.**

## **Individual Candidate Timetable**

This document is **important** and should be kept safely for reference purposes, all students **MUST** refer to their Individual Candidate Timetable for information on rooming and timing. Please read your timetable very carefully to make sure you know when and where your exams take place. Your timetable is unique to you. Do not ask your friends where the exam is .... they may be somewhere different!

You are advised to take a copy of your timetable to display at home, so that you and your family can see it and you all know when you should be at school taking an exam.

You should bring your exam timetable to every examination so that you know which room you are in and your seat number.

If you lose your timetable you can get a replacement from the Exams Office.

## **Exam Start Times**

**Morning Examinations usually start at 9:15am and certainly between 9.00am and 9:30am**

Breakfast will be available before morning examinations from 8:15am, you can collect this before making your way to your usual classroom for some final contact (this information will be communicated to students via the exam plan) before making your way to the exam venue.

**Afternoon Examinations usually start at 13.30pm but certainly between 13:00 and 13:30.**

These times may vary in some cases, please rely on **your** individual timetable – not your friends or your Statement of Entry – as it may well be different.

**Please be outside the exam room at least 10 minutes before the scheduled start time of the exam.**

**It is your responsibility to know the exam start times, not reading your timetable is not an excuse to turn up late or at the wrong time or the wrong day!**

## **Access Arrangements**

**i.e., Extra Time, Reader, Scribe, Word Processor, etc.,**

Your Individual Candidate Timetable will reflect the presence of an Access Arrangement by indicating any additional time and / or an alternative room. If you have any queries regarding your Access Arrangement or feel that you no longer require an existing Access Arrangement, please see Mrs Wenmoth immediately. **If you have existing access arrangements, make sure you make full use of them.**

## **Rooming**

We try to use the Sports Hall for most large exams, but we also use the other classrooms in the school and the New Hall – your timetable will tell you where to go ... please check it carefully! Seating plans will also be displayed on the notice board in A block corridor opposite the toilets.

## **Seat Numbers and registers**

You **MUST** sit at the correct desk! Check your timetable for your seat number before each exam. You can also check the exam plan in A block corridor opposite the toilets. The letters and numbers are displayed around the side walls of the larger venues. If you are unsure of where you are seated please ask an invigilator, in the larger venues, registers are attached to the front desk in each row.

By following the labels across the front and side of the room you should be able to find your seat. Each exam will have a different seating plan so BEWARE! Bring your timetable to every exam so that you can check, if you forget – check the seating plan in A block prior to the exam start time.

A register is taken in each exam venue, this information is shared with staff at the school who monitor attendance at exams.

## **Being Silent!**

Please wait quietly outside the exam room – you will be called in when the room is ready.

**Once you enter the exam room, YOU ARE UNDER EXAM BOARD RULES AND SHOULD REMAIN SILENT, until the examination is over and you are well away from the exam room (it is important you respect those students still sitting their exams in your venue or other venues around the school).** You must not communicate with any other student either by speaking or mouthing to them.

Even eye contact or smiling at another student is counted as communicating and could be treated as misconduct – you could be disqualified from all your exams – **BEWARE!**

You may not pass anything to another student in an examination. If you need to borrow a pen or pencil or have a question – put your hand up and speak to an invigilator – they are there to help you.

### **At the start of an examination**

Check you have the correct paper in front of you... if you think that the paper is not correct, signal for an invigilator straight away.

You will be told how to complete the details on the front of your exam paper or on the answer booklet. **LISTEN** carefully to all instructions given at the start of the exam and make sure you know how long you have to complete the paper.

On every paper, you must write:

1. Your surname and forename (this is your legal name not your 'known as' name).
2. Candidate (exam) number.
3. Centre Number 54413

Only write in **BLACK** ink – **DO NOT WRITE IN PENCIL** – only use pencil for diagrams. Do not use correction fluid or correction pens!

You cannot ask the invigilators questions regarding the content of the exam, but if you think there is something missing from your paper, then put your hand up and ask for guidance. Equally, if you feel you have not been given the correct amount of reading time for example, signal for an invigilator and bring it to their attention – the front of the paper will list what you are entitled to.

When your exam has finished and your papers have been collected in, you will be dismissed a row at a time. **PLEASE LEAVE IN SILENCE** – other students may still be working in the room or a room nearby. You are not allowed to take anything from the exam room except your own possessions – it is an offence to remove exam material.

Once you have been dismissed you go to normal lessons, if you are on study leave you should either go home or go to the designated study room.

PLEASE DO NOT DISTURB THE REST OF THE SCHOOL!

### **The right equipment**

It is your responsibility to ensure that you have the necessary equipment with you for each examination, eg: black pens x 2, pencils x 2, coloured pencils, eraser, ruler, pencil sharpener, calculator, compass and protractor (if you are unsure, check with your subject teacher) if in doubt bring it anyway! There is a limited supply of replacements available should yours stop working.

You can buy exam materials from the School Shop, calculators are also available.

You will need to bring all your equipment to the exam room in a clear plastic pencil case or plastic bag.

You must not bring any unauthorised books or paper into the exam room – this is regarded as CHEATING. However, remember to bring any set texts or books that are required.

During the summer months exams, rooms can get very hot you are advised to bring a drink of water with you – this should be in a **clear plastic bottle, with any labels removed**. NO fizzy or fruit drinks please!

### **Your coats, bags and valuables**

For all exams in the Sports Hall, coats, bags and personal belongings will be left where directed by the lead invigilator as you enter the exam room. If your exam is in another room you will be advised by the invigilator where to leave your belongings.

**Please Note:** Coombe Dean School cannot guarantee the security of your personal property during examinations. Our advice therefore is that all valuables should be left at home. You are advised to make use of a school locker if you have one.

### **Mobile phones, Smart Watches, pagers, MP3 players and any other gadgets .....**

It is important that you follow all directions regarding these devices that should be switched off and secured inside your bag. If you do not have a bag, the device will need to be handed in to an invigilator as you enter the venue. Please note that if you are found to have a mobile phone or Smart Watch on you during an examination – whether it is turned on or not – you risk being disqualified from that examination and may jeopardise all your other examinations. Exam Boards can

disqualify students from taking examinations for up to 5 years. You will be asked at the beginning of each exam to show that the watch you are wearing isn't a Smart Watch.

Please be aware that any infringement of this rule must be reported to the relevant Examination Board, this isn't a rule just for Coombe Dean.

### **Travel arrangements**

It is your responsibility to ensure you arrive at the examination room at least 10 minutes before the examination is due to start, using the timings on your individual candidate timetable. If your exam is not due to finish until after 3:30pm, you must make your own arrangements to get home. There is a late bus available on Mondays – Thursdays.

### **If you are ill or have transport problems**

If you are ill, or going to be late on the day of your exam, you or your parent/carer should notify the school IMMEDIATELY on 01752406961, asking to be put through to the exams team who will advise you.

If you are unable to attend due to illness, you and your parent/carer must submit a written explanation in the form of a letter. The onus is on the candidate to produce a reason why! This letter should be completed and returned to the Exams Office as soon as possible. The letter must give specific information about dates and exact reasons why you could not sit the paper, this will need to be supported by medical evidence/confirmation from the Doctor or hospital. Without this the Exam Boards may be unable to issue final grades for the missed exam(s). You must be aware that if you are late, your exam paper may not be accepted by the Exam Board and you are unlikely to get the full time allowance for the paper.

### **Special Consideration**

The school can write to the Exam Board to ask for Special Consideration in exceptional circumstances ONLY. Feeling unwell or stressed will, unfortunately, not qualify for Special Consideration. Serious illness of a student will qualify as will deaths of family members and major traumas but will require you to submit a letter specifying dates and exact reasons – otherwise we will not be able to submit an application to the Exam Board. Please inform the Exams Office prior to or on the morning of your exam if you have any problems i.e. broken arm where we will need to put arrangements in place for you.

**Remember, Special Consideration will only be granted in exceptional circumstances.**

## **Frequently Asked Questions.**

### **What if the fire alarm goes off?**

If the fire alarm does go off during an exam, you will be told to put your pens down and to sit in silence while awaiting instructions. If the fire alarm is genuine, you will be instructed by the invigilator, and led to the assembly point in an orderly manner and in silence. You must not communicate with the other candidates. If the fire alarm is false, you will remain seated in the exam room in silence. In either situation, the length of time of disruption will be noted and will be added on at the end, and Special Consideration will be applied for all candidates.

### **What if during the exam I am disturbed by noise or other distractions?**

You must bring it to the attention of the Invigilator immediately. They in turn, will contact the Exams Officer who will investigate and deal with the issue appropriately. The Exams Officer may also decide to add extra time to the exam if he feels you have been severely affected and/or apply for Special Consideration.

### **What if I need to go to the toilet during the exam?**

If you are desperate to go to the toilet during the exam, raise your hand and wait for an invigilator to come to you. He or she will then accompany you to the toilet. **Please remember – going to the toilet not only disturbs other candidates in the room, it also breaks your concentration, make sure you go before each exam you sit and don't consume excessive amounts of water during the exam.**

### **What if I feel ill during the exam?**

If you feel unwell during an exam, raise your hand and wait for an invigilator to come to you. Explain what the problem is and they will deal with it appropriately. **Please remember – if you have a cold or suffer from hay fever, bring plenty of tissues with you and take appropriate medication in advance!**

### **What if I have a clash?**

Depending on the total length of the exams, you will take them one after the other in either the morning or afternoon session. Any serious clashes will have been identified by the Exams Office and you will have been informed what arrangements have been made. We can move an exam due to clashes from a morning or afternoon session and very occasionally we can move it to the next day – we CANNOT move it to the

previous day! If you notice you have a clash or are concerned please contact the Exams Office immediately.

### **What if I have an appointment the same day as my exam?**

You will need to change your appointment! Exams MUST happen on the date and time specified by the exam board. Going on holiday, or to a wedding or having your hair done for prom is not a valid excuse!

### **For the scribblers!**

Defacing of exam papers is forbidden and could result in you being disqualified! Graffiti on exam desks is also forbidden! All the desks are scribble free and we would like to keep them that way. If you are found scribbling or scratching on your desk you will be asked to remain behind after the exam to clean it. We have detailed seating plans and we will know WHO YOU ARE!

### **Summer 2017 Exams Results days**

**GCSE results day is on Thursday 24<sup>th</sup> August 2017.**

**Year 11 (and Y12/13 GCSE & L2 retakes)**

You can collect your results from the post-16 centre from 07.30am

**GCE results day is on Thursday 17<sup>th</sup> August 2017.**

**Year 13 and Year 12**

You can collect your results from the post-16 centre from 07:30am.

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Results will be available for you to collect until 12:00pm on the results day. If you cannot make it between those times you can collect them from the exams officer, at a later date.

If you wish to have them posted, you should give a stamped addressed A5 envelope to the Exams Office before 15 July 2017. Your results will be posted on the afternoon of results day.

Sorry, but we are not able to give out results over the phone, by email or fax and we cannot give them to a friend to deliver for you.

If you wish someone (even your parent) to collect them for you, you must send a signed note explaining that you give permission for that person to collect your results – there is a form at the back of this booklet that you might like to use.

## **Examination Policies and Internal Appeals**

### **Enquiries About Results**

If you are concerned about any aspect of your results, please speak to your subject teacher, the Head of Department or member of the senior management team urgently – there are strict deadlines provided by the Exam Board and these are not negotiable. There are costs associated with remarking papers and the school will only pursue remarking where there is a clear reason to. You can opt to pay for your own remark. There is exam board paperwork that will require your signature and further details, it is always advisable therefore for you to collect your results yourself.

### **Certificates**

Students will receive notification of when their certificates are available – Mr Hilton will notify students about collecting certificates which are normally available from 2nd week of November via text, social media and School website. These can be collected from the exams officer in reception.

**Lost Certificates** - Students are warned that replacing lost certificates can be expensive. Please be advised that certificates should be treated with the same level of care as a passport or driving license, they are often required as evidence when applying for jobs or education courses.

### **Careers Advice**

Several members of Coombe Dean staff will be available to discuss any concerns you may have on results day.

If you wish to change your 6<sup>th</sup> form choices in the light of examination results (or indeed if your exam results mean that you will have to change your 6<sup>th</sup> form choices) you can discuss this with a member of the Sixth Form Team either on Results Day or on the first day of term in September. **Urgent** queries can be directed to Mr Koehler-Lewis in the period between results day and the start of the academic year and he will advise further at that stage although a response may not be immediate.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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## Information for candidates

For written examinations – effective from 1 September 2016

This document has been written to help you. Read it carefully and follow the instructions. If there is anything you do not understand, especially which calculator you may use, ask your teacher.

<b>A Regulations – Make sure you understand the rules</b>	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You <b>must not</b> take into the exam room: <ul style="list-style-type: none"> <li>• notes;</li> <li>• potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device.</li> </ul> <p><b>Any pencil cases taken into the exam room must be see-through.</b></p> <p><b>Remember:</b> possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
5	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
6	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
7	You <b>must not</b> write inappropriate, obscene or offensive material.
8	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the exam.
<b>B Information – Make sure you attend your exams and bring what you need</b>	
1	Know the dates and times of all your exams.
2	Arrive at least ten minutes before the start of each exam.
3	If you arrive late for an exam, report to the invigilator running the exam.
4	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
5	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
6	You <b>must</b> write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
<b>C Calculators, Dictionaries and Computer Spell-checkers</b>	
1	You may use a calculator unless you are told otherwise.

2	If you use a calculator: <ul style="list-style-type: none"> <li>• make sure it works properly; check that the batteries are working properly;</li> <li>• clear anything stored in it;</li> <li>• remove any parts such as cases, lids or covers which have printed instructions or formulas;</li> <li>• do not bring into the exam room any operating instructions or prepared programs.</li> </ul>
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D Instructions during the exam</b>	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> <li>• you think you have not been given the right question paper or all of the materials listed on the front of the paper;</li> <li>• the question paper is incomplete or badly printed.</li> </ul>
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet <b>before</b> you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.
<b>E Advice and assistance</b>	
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: <ul style="list-style-type: none"> <li>• you have a problem and are in doubt about what you should do;</li> <li>• you do not feel well;</li> <li>• you need more paper.</li> </ul>
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F At the end of the exam</b>	
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

AOA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**NO IPODS, MOBILE PHONES MP3/4  
PLAYERS SMARTWATCHES**

**NO POTENTIAL  
TECHNOLOGICAL/WEB  
ENABLED SOURCES OF  
INFORMATION**

Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in

**DISQUALIFICATION**

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

©2016 – Effective from 1 September 2016



Produced on behalf of: AQA, City & Guilds, CCEA, OCR, Pearson and WJEC

Information for candidates – Privacy Notice General and  
Vocational qualifications Effective from 1 September 2016

**The JCQ awarding bodies will process your personal data in accordance with the Data Protection Act 1998 and the *Code of Practice* issued by the qualification regulators of England, Wales and Northern Ireland.**

Correspondence on any aspect of a candidate's examination or assessment will only be conducted between the awarding body and the head of the centre, a member of the senior leadership team or the examinations officer.

**Awarding bodies will undertake the following administrative activities in relation to the processing and exchange of candidates' personal data:**

- Personal data relating to the name(s), date of birth, gender, unique candidate identifier (UCI) and unique learner number (ULN) of an individual candidate will always be collected by an awarding body for the purposes of examining and awarding qualifications. In some cases additional information, which may include sensitive personal data relating to health, will also be collected to support requests for access arrangements and reasonable adjustments and/or special consideration. Such personal data will be supplemented by the results of examinations and assessments undertaken by the respective candidate.
- A candidate's personal data will only be collected from registered examination centres in the context of examination entries and/or certification claims.
- Such data collected will not be used by an awarding body other than for the administration of the examinations process, conducting assessments and the certification of results claims.
- Personal data within candidates' work will be collected and processed by an awarding body for the purposes of marking, issuing of examination results and providing candidates with access to post-results services. Examination results will be retained for a minimum of forty years.

**In order for an awarding body to achieve this, some personal information may be transferred to third parties such as examiners, who may in some instances, reside outside the European Economic Area.**

- Awarding bodies may be required to provide a candidate's personal data to educational agencies such as DfE, WG, DENI, The Skills Funding Agency, Ofqual, HESA, UCAS, Local Authorities, EFA and Learning Records Service (LRS). Additionally, candidates' personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes.
- Some of the information candidates supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify a candidate's Unique Learner Number (ULN) and update/check a candidate's Personal Learning Record.

**The Skills Funding Agency may share a candidate's ULN and Personal Learning Record with other education related organisations, such as a careers service, a candidate's school or college, Government Departments and public bodies responsible for education. Further details of how information is processed and shared can be found at:**

**<http://www.learningrecordsservice.org.uk/>**

- Awarding bodies are obliged to confirm what personal data is held, what it is held for, to whom the data is to/may be disclosed to, and disclose the information that they hold about data subjects, (e.g. the candidates) within 40 days of receiving a formal request for disclosure, subject to the application of any relevant exemptions under the Data Protection Act 1998.

**Candidates should make an application to the appropriate awarding body's data protection officer. Awarding bodies may charge a fee for this service.**

- If you have not reached the age of 16, you may first wish to discuss this Privacy Notice with your parent or legal guardian.

**Awarding bodies, schools, Department for Education (DfE), Welsh Government (WG), Department of Education Northern Ireland (DENI), Local Authorities, the Office of the Qualifications and Examinations Regulation (Ofqual), Ofsted, and Skills Funding Agency (SFA) are all 'data controllers' under the Data Protection Act 1998, in that they determine the purpose(s) for which 'personal data' (information about living individuals from which they can be identified) is processed and the way in which that processing is undertaken.**

**It is a requirement for data controllers to provide data subjects (individuals who are the subject of personal data) with details of who they are, the purposes for which they process the personal data, and any other information that is necessary to make the processing of the personal data secure and accurate, including any third parties to whom it may be passed to.**

## Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
  - sit an examination in the name of another candidate;
  - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other unauthorised material **is breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

**The Warning to Candidates must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.**

**Effective from 1 September 2014**

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## Summary of Exam Top Tips

### Revision

- ✓ Set realistic goals. You are only expected to do your very best.
- ✓ Create a realistic revision timetable well ahead of time. Prioritise and plan what you are going to revise and when, but remember to be flexible too.
- ✓ Revision should be an active process. Practice recalling what you have been taught. Make notes of your notes, highlighting all of the key points. Use different colours for different ideas. You could draw 'spider diagrams' or 'mind maps' to connect different but related revision topics visually. Summarise the key points for each topic at the end of your notes. You could even make up rhymes or songs, (mnemonics), to help you learn and remember information better.
- ✓ Practice answering questions and assessing your answers. Using past exam papers can be a really good way of testing yourself on the topics you have just revised. These papers will show you the format, mark scheme and the style of the questions you will be asked, which means you will not be thrown by any of these on the day. By practising the exam questions you can give yourself a rough idea of how long each sort of question will take you and so be able to divide up your time sensibly for the actual exam. If you have been able to get hold of a lot of past papers you will soon realise that some of the same sorts of questions come up year after year. Knowing this will go some way to building up your confidence.
- ✓ Minimise distractions by turning off the TV and your mobile and combat boredom by taking plenty of breaks – about ten minutes every hour.
- ✓ Reward yourself. When you've worked hard and achieved one of your goals, reward yourself.
- ✓ Whether this is going out, having a relaxing bath or catching up with friends, look after yourself and give your brain a rest. Different methods work for different people and for different styles of exams so find what works best for you!

### Last-minute revision

This is not recommended but most of us have found ourselves in this situation before.

- ✓ Do not give up – you can still make a difference, marginal gains are still gains, just marginal ones.
- ✓ Try not to panic – you probably know more than you think you do.

- ✓ Try to focus on the areas that you feel you understand and go over these. Do not stay up cramming all night, keeping yourself awake with endless coffee or sugary sweets. However good an idea this seems to you, you will not thank yourself when you wake up on the morning of the exam with a banging headache and bleary eyed from lack of sleep! You need to be fresh, so try to have an early night.

### **Exam stress**

Most of us get stressed about exams but this stress can affect us in different ways. For some people, the adrenalin and pressure can have a positive effect but others may find themselves filled with anxiety. Learn to relax, talk over any worries you may have with friends and family, eat a balanced healthy diet, exercise well and get plenty of sleep. And if it all gets too much, just shout 'arrrrgghh!' and release that tension. You'll feel much better.

### **On your exam day**

- ✓ Eat breakfast - even if you feel queasy - as food will help you concentrate – slow release food is the best for this and can support you for a longer period.
- ✓ Check you have all the materials you need in a clear pencil case before you leave the house.
- ✓ Remember that some exams may allow you (or require you) to bring a calculator.
- ✓ Bring a clear bottle of water with the label removed.
- ✓ Arrive early at the exam room and try to relax – attend preparation sessions with your teachers before your exam.
- ✓ Listen to the exam rules.
- ✓ Make sure you fill out all the relevant details on the front of your exam paper in clear capitals before you open the paper.
- ✓ Read the whole paper from cover to cover, looking carefully at any directions you are given. Look on the back page to check there aren't questions on there too!
- ✓ Make sure you know how many questions you are required to answer.
- ✓ Underline key words in the questions (describe, discuss, compare, contrast, evaluate etc).
- ✓ Essay-based questions: Plan the amount of time you can realistically take for each part of the paper and stick to this.

- ✓ Plan your answers before you start writing, as this will show the examiner the direction you wanted to take even if you didn't have time to go there.
- ✓ Leave space at the bottom of your answers so that if you think of any other ideas during the exam you can add them in at the end.
- ✓ Read through your answers and check spelling, punctuation and grammar.
- ✓ Revision is hard and definitely easier said than done, but don't give up. Try to keep exams in perspective – nothing is the end of the world – and do your best on the day

### **And finally ...**

These exams should represent the culmination of several years of your hard work at Coombe Dean. Do not behave in any way that might jeopardise your chances or those of other students in the exam room. **Remember – even eye contact can be taken as communication!**

Exam Board rules are strict and must be followed to the letter – the Exams Officer - Mr Hilton – has no choice but to report any breaking of rules, the sanctions applied in this case are decided by the exam board and not the school. Any misbehaviour or infringement of rules **MUST** be reported to the Exam Board and will **ALWAYS** be dealt with very severely.

**KEEP THIS BOOKLET IN A SAFE PLACE ... YOU WILL NEED IT!**

Please share this booklet with your parents/carers.

PERMISSION FORM - FOR SOMEONE ELSE TO  
COLLECT YOUR EXAMINATIONS RESULTS



The results of your examinations are **your** property. Until you have received them, we are not allowed to release them to anyone else – or even tell someone what the results are ...

Unless you give specific permission for someone else to pick them up on your behalf, without **your** permission, we will refuse to give them out.

Every year, on results day, parents and friends (even brothers and sisters) ask for the results of a student who is away on holiday or working or unable to get to school. We **cannot** give them to anyone without your permission.

To avoid any difficulty, please fill in the form below and bring it to the Exams Office.

I, \_\_\_\_\_(your name), give permission for the following person to pick up my examination results on my behalf:

Name: \_\_\_\_\_ Tutor Group: \_\_\_\_\_

Relationship to you: \_\_\_\_\_ E.g. Parent,  
brother, sister, friend

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Your signature)

This form must be returned to the Exams Officer before 7<sup>th</sup> July 2017

