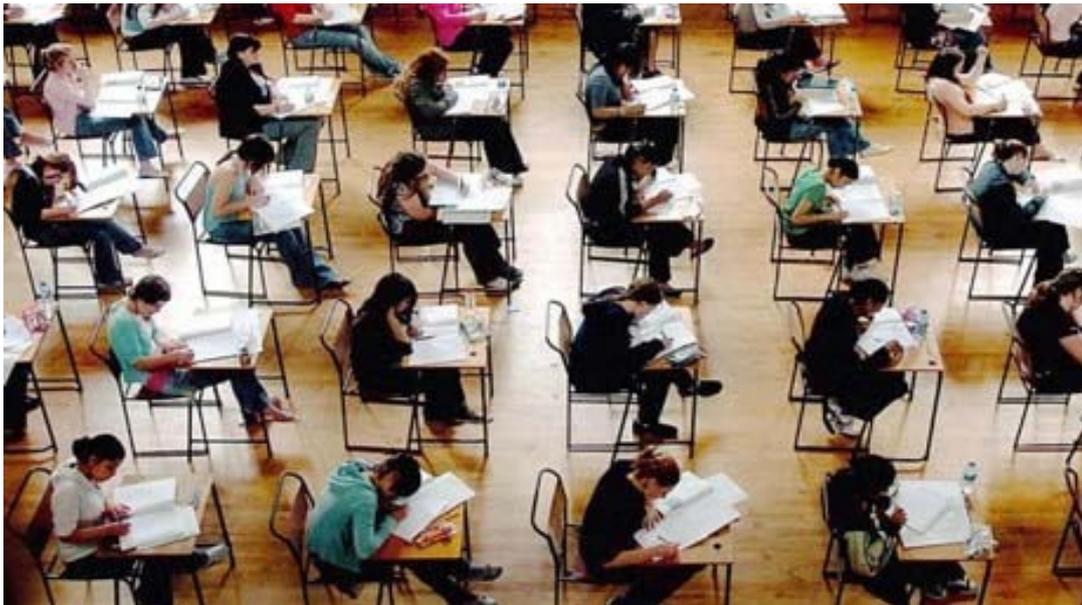


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www.teignmouth.devon.sch.uk



Student Guide to Exams

Your exams are rapidly approaching. This booklet is designed to offer you help and advice in preparation for these exams.

This booklet also states the rules and regulations of the Exam Boards that you must adhere to. If you do not follow these rules then you may be disqualified from your exams.

Read this booklet carefully and if there is anything you do not understand, please ask a teacher or the Exams Office for help.

Introduction

Exams can be a stressful time for students and parents and it is important that all those involved are as well informed as possible. Well informed students will realise that the rules and regulations are designed to ensure fairness and minimise disturbance and it is in the interest of everyone that the examinations run smoothly.

PPE examinations are run to the same standards in order that students are familiar with the examination protocol in readiness for their 'real' exams.

If you have any questions or concerns, then please feel free to make enquiries to the Exams Office via Email:

exams@teignmouth.devon.sch.uk

Mrs Julia Sutherland, Examinations Officer

Exam Timings

Morning exams begin at 09:00

Afternoon exams begin at 13:30

The duration of exam papers varies, from 30 minutes to 3 hours.

This could mean that some exams finish later than the end of the normal day so appropriate arrangements for getting home should be made.



EXAM CHECK LIST



Aim to arrive at school 30 minutes prior to the start of an exam. It is much better to leave yourself plenty of time in case of problems with the journey.



When taking exams, bags, blazers, coats or hoodies and mobile phones should be left in the designated areas. Because of this, it is recommended that you do not bring valuables with you to the exam.



Phones – **Students must not have mobile phones in their possession** *either on or off*. If a device is found on you, the minimum penalty is disqualification. To remind students of this important rule we will be making random checks using hand-held metal detector scanners, this is common practice now in many schools.



You should not have notes, pagers, MP3/4 players, smart watches, fit bits, etc. in your possession – leave them in your bag (Switched Off!). Ordinary wrist watches are no longer allowed on the exam desk but must be left in your bags. There will be clocks visible to all students in the exam room.

EXAM CHECK LIST



You should bring with you the correct equipment needed to do your exams. **Use black ink only. Do not use gel pens.**



In an exam where you have a calculator, you should leave the cover in your bag.



There is absolutely no talking or communication between students once you enter the exam hall. If you have any questions, you should raise your hand and an invigilator will come to you.



You should wear your full uniform in all your exams.



Only small 500ml water bottles are allowed in the exam hall. These should be clear bottles with the labels removed, with a sports top lid. Remember to go to the toilet before the exam starts. Only students with a medical condition will be allowed a toilet break. If it is an emergency you will need to remove any coat/blazer and show that all pockets are empty, You may be asked to pull up your sleeves to check your arms. The toilet will be checked before you are allowed to enter.

During the Exam

- * Read the instructions on the front of the question and answer papers carefully, so you understand what you need to do.
- * Fill in any information on the front when told to do so.
- * Work carefully and write clearly.
- * Don't rush. Pace yourself—if you have two hours to answer four questions, for example, make sure you spend half an hour on each. Exam questions are carefully designed and tested—they should take the estimated length of time to complete.
- * Show all your working/rough work. Cross it through when you've finished with it. Hand it in with the rest of your answers.
- * Leave yourself 5-10 minutes at the end to read through and check all your answers. Boring though this may seem, it is vitally important; you can often find mistakes/omissions and put them right. It could mean the difference between a Grade 4 and a Grade 5!

During the Exam...

Put your hand up if:

- You need more paper
- You feel unwell
- You have a particular problem and don't know what to do



Do NOT damage or deface your candidate ID card which will be placed on your desk in all exams. The invigilators need to be able to see the information at all times, for identification purposes.

At the end of the exam, stop writing when you are told to.

Make sure your name, candidate number and centre number are on all separate pieces of paper you hand in.

Exam conditions DO NOT end until you have left the room.

Don't be tempted to talk/turn around/communicate in any way with other people. Your paper could still be cancelled.

You must not leave the exam room until you are told to do so.

Exam techniques

- If you feel you've forgotten everything, it may be just nerves. Take a few deep breaths to help you stay calm.
- Read the instructions; make sure you know how many questions to answer.
- Take your time, read all the questions carefully until you understand exactly what is needed.
- Look for the command words. Identify key words before you answer the question.
- Use your answer book to brainstorm and mind-map content or ideas as you go but do not write anything until the Invigilator has said "start". This will also help jog your memory if you 'draw a blank'.
- Remember to cross out any draft work you don't want marked.
- Write neatly.
- Answer the questions given on the paper, not the questions you were expecting.
- Use the allocated marks to guide how much time you spend on each answer.
- If you can't answer a question, move on to the next question and come back later.
- Leave space between answers so if you want to expand on any later, you can add to them neatly.
- Allow time to check back over your work.

Managing exam stress

Everyone gets nervous; it's a normal part of exams. While it's not so easy to stop feeling nervous, you can use relaxation techniques to keep your nerves under control and focus on what you want to achieve.

Here are some tips and techniques you can try if you feel stressed before and in exams.

Before your exams

- Being prepared and doing the work will always help you feel more confident about sitting your exams, so do as much revision as you can.
 - Celebrate your successes in revision tasks and know when you do well.
 - Meditation and exercise are great ways to help clear your mind, leaving you feeling refreshed and energised. Plan something for first thing in the morning – if you start your day well, you are more likely to stay calm.
 - Use deep breathing to relax your body and mind.
 - Eat the right foods and drink lots of water – too much coffee and sugar for example can make you feel more anxious as they are stimulants.
 - Use positive language with yourself and visualise your exams going smoothly.
 - If possible, avoid classmates who are highly stressed or who want to talk about the exams.
 - Practice your relaxation techniques so they are natural to you by exam day.
-

In your exams

- Breathe – take some deep breaths to relax your body and mind. This will really help if you freeze up or are struggling to get started.
- Focus on your paper. Block out the exam room and other students.
- Read the entire question paper, answering the questions you feel most comfortable with. By answering these first, you will feel more confident and settle into the rest of the exam.
- Stuck with a question? Leave it. Work on the next one and then come back to it.
- Remember, it's not a race. You've been allocated a set amount of time – use it and make sure you have done as much as you can.
- Keep a good attitude and use positive language with yourself; your nerves will pass and you're not alone.



If I'm late can I still sit the exam?

Provided you are not more than 1 hour late, for an exam that lasts 1 hour or more, it may be possible for you to still sit the exam. You should get to school as quickly as possible and report to reception. A member of staff will escort you to the exam room. You **must not enter** the exam room without permission once an exam has started.

It may not be possible to allow you extra time if you start the exam late. You should also be aware that for exams lasting less than 1 hour, if you start an exam 30 minutes after the published starting time, the school must inform the exam board and it is possible that they may not accept your work.

Timetable clashes

It will be indicated on the timetable if there is a clash of exams, with details of which exam to sit first and the start time of the following exam.

Arrangements will be made for you to take the subjects one after the other, or later in the same day. If you need to be supervised over lunchtime, you will need to bring a packed lunch and a drink with you as you will not be allowed to use the catering facilities

If this happens to you, you will be supervised by an invigilator at all times in-between your exams.

If you notice a clash on your final timetable which has not been resolved, you must tell the Exams Office immediately.

What to do if you are ill on the day of an exam?



If you are feeling unwell we suggest you come to the exam and we can assess the situation when you arrive. In most cases, it is better to take the exam if you can.

You cannot sit the exam at another time

If you are ill and unable to attend an exam, it is vital you phone the school first thing in the morning and ask to speak to the Exams Office.

School Office Tel: 01626 774091

If you do not attend an exam without a valid reason, it is possible that you will be charged for that exam.

If in doubt—phone the school



A Level Results will be released

Thursday 13th August 2020

GCSE Results will be released

Thursday 20th August 2020

Students will be invited into school on the above days to collect their results. Further information will be sent out nearer the time regarding the arrangements for Results Day.

Certificates

Certificates are issued by the Examination boards once the results have been released and the deadline for any reviews have passed.

Information regarding the collection of certificates will be given nearer the time.





AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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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



**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.

Information for candidates Using social media and examinations/assessments

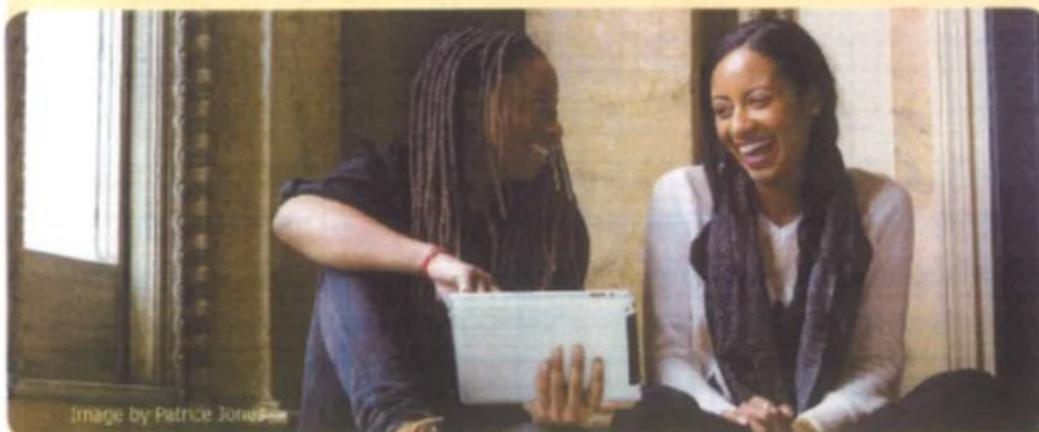


Image by Patrice Jones

This document has been written to help you stay within examination regulations.

Please read it carefully.

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising.

However, there are limits to the amount of information you can share and you need to be careful not to break the rules. We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



Image by Ben Wight

You should be aware that the following constitute malpractice:

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving (even if not requested) or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

Please take the time to familiarise yourself with the JCQ rules:
<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>





**KEEP CALM
&
GOOD LUCK
IN YOUR
EXAMS**

