

Examinations – Helpful Advice for Students

1. Start by checking your exam timetable.

If you have lost yours go and speak to Mrs Townsend, the Exams Officer. We can print new timetables; you just need to ask.

Highlight the start times as they do vary. Write them on a calendar at home. Put them on your mobile phone, checking that you enter them on the correct day and date. Check the details and recheck. If you come in to school for an exam a day early, no problem. You come into school a day late – you've missed the exam and there is no going back... It has been done. Can you imagine the feeling?

2. Arrive on the right day and in good time

Get to school in plenty of time. Don't be rushed. You should be at school at least 20 minutes before the exam is due to start.

Have breakfast. Start the day well. Cereals, egg on toast, waffles, bacon sandwich or fruit and yogurt.

Please think about the buses and if your bus is regularly late, catch an earlier one or find another means of transport – find a friend who comes to school by car. Kingstone High School is open from around 7am and we would rather you were in exceptionally early than be late for your exam.

3. Have the right equipment

Be ready for your exam. Know what subject you are taking and what equipment you require. Bring **some** black pens, don't rely on just one! Bring pencils, together with a sharpener and a rubber. Those taking DT exams will need coloured pencils, those taking Maths will need calculators, rulers, protractors, and probably a few other pieces of equipment. A lot of the Science exams also require calculators.

The school **can** provide you with equipment if you forget. We are here to help. Just remember that when you are anxiously sitting in an exam, the last thing you want to worry about is how to use the calculator. The invigilators are there to help, but not to give instructions on how to use the calculator. Get your own, learn how to use it, know what it does – you will feel much happier. Besides that, the time we spend giving out equipment means the longer you are sitting waiting to get started.

Bring all the equipment in a clear pencil case or a clear plastic bag.

Bring a drink for those longer exams. Water in a clear bottle with all labels removed. No fizzy drinks will be allowed.

4. Obey the rules

No mobile telephones or electronic devices are allowed in the exam room. Leave them in your bags or hand them into the invigilators – making sure they are turned off. A student was once caught with a mobile in his pocket. The invigilator confiscated the mobile and the reported the incident to the Exams Officer. It was the reported to the Exam Board who decided that as the candidate had contravened the regulations, his marks would be disallowed. The posters inform you that electronic devices are not allowed – please read, remember and comply.

Do not make contact with anyone else. If contact is made during an exam your paper will be confiscated and disallowed; there will be no retaking.

The invigilators will understand what you are going through too. Please treat them with respect and don't forget your manners. The invigilators are there to help, as well as to see that the exams are conducted in a fair and correct manner, maintaining the integrity of the exam.

5. Plan ahead

There are some days where exams take place at odd times, for example when we have to three exams into one day. Please check your timetables and work out when you can eat! If you have an exam over a lunchtime, make sure you bring snacks, such as fruit, rolls, nuts and bars for sustenance to eat before you go into the exam and something else for when you come out. Have plenty of water with you, especially on those hot days.

6. Ask for help if you need it

There are always glitches, problems, unforeseen circumstances – come and speak to us. If we **don't** know about your problem, then we **can't** help.

7. Keep us informed

It would be useful if the office had Year 11 mobile telephone numbers. In the event of an unforeseen circumstance, such as a fire here at school, we can move the exam somewhere else – always useful if we can let you know where to go. Any unexpected disaster can be overcome and the exam will go ahead. If you leave your number with the office, we can keep you informed.