

GCSE Examinations: Key Information for Students

Your exam timetable

- You will have been issued your own individual copy of your exam timetable. Read it carefully and take a photo of it on your phone. If you lose it, see Mr Muddiman for a spare copy.
- It is your responsibility to ensure that you arrive at the correct exam at the correct time. Take note of the start times for morning and afternoon exams and check the seating plan posted outside the exam room.

Arriving for your exams

- You must arrive at the exam venue 10 minutes before the start time.
- Assembly points for the hall are:
 - am: The dining hall
 - pm: Outside the main toilets
- Make sure that you know your 4 digit candidate number and the centre number (33543).

Dress code

- Normal school uniform must be worn for all exams.
- Coats and bags are not allowed in the exam room and blazers are not allowed on the back of chairs.

Equipment

- Pencil cases are allowed, but they must be see-through and have no labels on them.
- You need to bring 2 black pens, a pencil, a ruler and an eraser. **You must write in black ink**, unless the instructions on the front of question/answer paper state otherwise.
- Do not use correcting pens, erasable pens, highlighters or gel pens on your answer booklet.
- Wrist watches must be placed on your table.

Mobile phones and other electronic devices

- **Mobile phones are not allowed in any examination room.** This applies even if they are switched off.
- All other electronic communication/storage devices such as iPods, MP3/4 players or smartwatches are not allowed.

Food and drink

- You may take a plastic bottle of still water into the exam if you wish. It must be see through and have no labels on it.
- No other food or drink is allowed.

Your conduct during the exam

- No talking or communication of any kind is allowed from the moment you enter the room until you have left. The only exception to this is if you need to speak with an invigilator.
- If you need an invigilator at any time, raise your hand and wait for them to come to you. You may need one if you:
 - Have a problem

- Do not feel well
- Need more paper

You must not ask for, and will not be given, any explanation of the questions.

- You will only be allowed to visit the toilet in an extreme circumstance. Ensure that you visit the toilet before you enter the exam room.
- If the fire alarm goes off stay seated and wait for instructions from the lead invigilator.
- Misconduct of any kind in the exam room has to be reported to the exam board.

Your conduct at the end of the exam

- When you are asked to stop writing at the end of the exam simply do that.
- Do not leave the exam room until told to do so by the lead invigilator.
- Do not take any papers from the exam hall. Any rough working paper will be collected.

Key Advice

- Create a realistic revision timetable and keep each revision slot in your timetable no more than 45 minutes long.
- Start your revision programme well in advance of your exams. Last minute cramming is proven not to maximise your exam grades.
- Attend as many intervention classes as you can.
- Reading notes is ineffective by itself. You need to active i.e. practising questions.
- Use flash cards to actively reinforce formulas or key facts.
- Ensure that your revision environment helps you revise properly. Find a quiet place at home if you can and ban all mobiles and social media from this area.

Looking after yourself

- Keep away from junk food. Choose nutritious foods that have been proven to aid concentration and memory.
- Stay well hydrated by drinking plenty of water. Again this is essential for your brain to work at its best.
- The night before an exam make sure you sleep well. I would advise being in bed by 10pm and switch any mobile phones or laptops off!
- If you do all of the above you should walk into that exam room feeling calm and relaxed and ready to give your best.
- If you are feeling overwhelmed by the exams, talk to your parents or carers. If you feel you need someone else to talk to then please speak with Miss Vella in school. The school will support you, so please don't bottle it up!

During the exam

- Read the question! This sounds obvious, but students sometimes don't read it properly. Is it a descriptive or an analytical question? Your response should be appropriate.
- Plan your time so that you can answer all the questions.
- Check all the questions you have answered near the end of exam.

Good Luck!