



## **PRESTWICH ARTS COLLEGE**

### **EXAM TIME LINE - BEFORE, DURING, AFTER...**

#### **Weeks before.....**

In the run up to the examination series, each candidate will receive an individual examination timetable, which will give full details of each individual examination. Where examination sessions begin after school holidays, our aim is to distribute timetables and information before the start of the holidays, in order to help students to carry out structured revision during the holidays. You will also receive a timetable showing all revision classes available when on study leave. Make a copy of your timetable and put it in a safe place.

#### **The day before.....**

Make sure you have your examination timetable and are aware of all the dates and times of your exams, get your exam equipment together. Have a good night's sleep the night before your exam, and plan your transport to school for the morning. **Double check the start time of your exam.**

#### **On the day.....**

Get up early. Have a proper breakfast and a drink (which will help you to concentrate during the day). Arrive to school / the exams room in good time. Having taken time to prepare yourself in advance puts you in a positive and calm state of mind when you enter the exam room. Please take hay fever tablets beforehand and bring tissues if you need them! Remove your water bottle label and go to the toilet before entering the exam room.

Officially, under JCQ exam board regulations, morning exams begin at 9.00am, and afternoon exams begin at 1.30pm. However, schools are granted a half hour window either side of these times in order to allow the exams to fit in to a different school day timetables. **Please check your exam start times carefully as they will vary from exam to exam depending on the length of the paper. Some exams may start during registration or lunch.**

#### **At the beginning of the exam.....**

Before entering the exam room, put your bag and coat in the allocated area. On entering the exam room **IN SILENCE**, sit down quickly and quietly. Only have what you need out on your desk, and have nothing in your pockets. Listen carefully to instructions being given by staff. In order to receive the correct level of paper, put your hand up straight away when your name is called out. When you receive your exam question paper, carefully read the instructions and information on the front cover, but **DO NOT OPEN IT UNTIL YOUR ARE PROMPTED TO.**

#### **TELL THE INVIGILATORS AT ONCE IF:**

- **YOU THINK YOU HAVE NOT BEEN GIVEN THE CORRECT PAPER**
- **IF ANY OF THE MATERIALS OR INSERTS LISTED ON THE FRONT COVER OF THE PAPER ARE MISSING**
- **IF THE PAPER IS INCOMPLETE OR BADLY PRINTED**
- **IF THE PAGE IS MEANT TO BE BLANK, IT WILL SAY SO.**

### **During the exam.....**

- Work steadily and carefully
- Write clearly
- Keep your eye on the time
- Don't rush, pace yourself. For example, if you have two hours to answer four questions, which are the same length and worth the same amount of marks, spend half an hour on each one.
- Show all your working out / rough work. Cross through it when you have finished.
- Leave yourself 5-10 minutes at the end to read through and check ALL your answers. As boring as this may seem, it is VITALLY important. You can often make mistakes or leave bits out without realising, so give yourself time to amend your work if needed. It could mean the difference between passing and failing.

### **Put your hand up if:**

- You need more paper
- You feel ill
- You have a particular problem and don't know what to do
- Your need specific equipment eg. Your pen has run out

### **At the end of the exam...**

- Stop writing when you are told to do so
- Make sure your name and exam number is on the main paper and any additional answer sheets you have used
- If you have used more than one answer booklet or extra answer sheets, collect them all together, in the correct order
- Follow staff instructions carefully when they collect your papers
- Wait to be dismissed (row by row, due to Health & Safety)

### **YOU MUST NOT.....**

- Communicate on the way into the Sports Hall
- Be tempted to turn around during the exam
- Disturb, talk or try to communicate in any way with other candidates
- Become involved in any unfair or dishonest practice during the exam
- Take any unauthorised equipment into the exam room, including your mobile phone.
- Have any writing on your hands etc.

The above offences will result in a disqualification, which could be from **ALL** your examinations, not just one of them. **Candidates have been disqualified from their exams in previous years due to their behaviour and mobile phones going off—SO BE WARNED!!!**

- Impersonate another candidate.

This is a criminal offence and is dealt with by the police. You may be prosecuted in a court of law.

- Get up and leave until you are officially dismissed

Exam conditions DO NOT end until you have left the room. Once you have been dismissed, collect your belongings quickly and leave the room quietly. **REMEMBER—other exams may still be continuing, and it is not fair to others if you make a noise as you leave.**