

taking exams

DO NOT CRAM REVISION THE NIGHT BEFORE...YOU WILL REMEMBER LESS, BE STRESSED AND PROCESS INFORMATION MORE SLOWLY AND LESS ACCURATELY THE NEXT DAY

There are strict rules for public exams like GCSEs.

If you do not follow the rules, the exam board can **DISQUALIFY** you and even prevent you from taking other exams at school this year and in the future at college.

Some things to remember about exams:

make sure you **arrive in good time. On time is too late.**
make sure you have all the equipment you need: pen and pencil, spare pens, ruler, rubber, pencil sharpener, calculator

Examination rules:

1. **clear plastic pencil** case or clear plastic bag
2. leave notes, books and revision cards outside
3. **no mobile phones** (there are very strict rules on this – if you bring a mobile phone **or any sort of electronic device** into the exam you will certainly be disqualified). Switch them off and leave them outside.
4. do not speak - put your hand up!
5. don't start looking at the exam paper until you are told to do so

check that you can **see a clock** – or put your watch on the desk

no talking (you **must be silent** right from the moment you enter the exam hall) don't look around (it can be construed as cheating)

don't disturb others (this is especially important when you have finished and there is still some time to go – don't get restless and make it difficult for others to concentrate). You may get disqualified.

go to the toilet before you enter the exam hall – but if you really need to go during the exam, don't be afraid to ask

make sure you have the correct exam paper (correct subject, level, topics)
read the instructions carefully

take note of how many marks are available for each answer – if there are more marks, you need to provide a fuller answer

taking the exam itself

there are lots of different strategies which are proposed for taking exams. One suggestion is:

1. read all the questions over before you begin (your brain will start to process some answers for you whilst you work on others)
2. answer first the questions which you feel sure of, and come back to the other questions later.
3. keep an eye on the time...don't get caught spending too long on one question.
4. *state, explain, describe, name, evaluate, discuss*.....answer the question!
5. don't **over-answer or under-answer**...look at how many marks are available
6. relax....they just want to know how much you know. Stay calm, and **take opportunity to show them what you know** in your answers

after the exam

After an exam everyone will be talking about it. And you will get more and more depressed because it will always seem that everyone else knew more than you and did better than you! If you can – don't do a post-mortem!

good luck!