

Exams Information Event

Thursday 9th May 2019

Welcome



DEAN TRUST Ardwick

Exams Information Event

Aims:

- To share key information surrounding exam procedures and regulations.
- To provide further guidance on effective revision.
- To share advice regarding supporting students through the pressures of exams.



Exams Procedures and Regulations

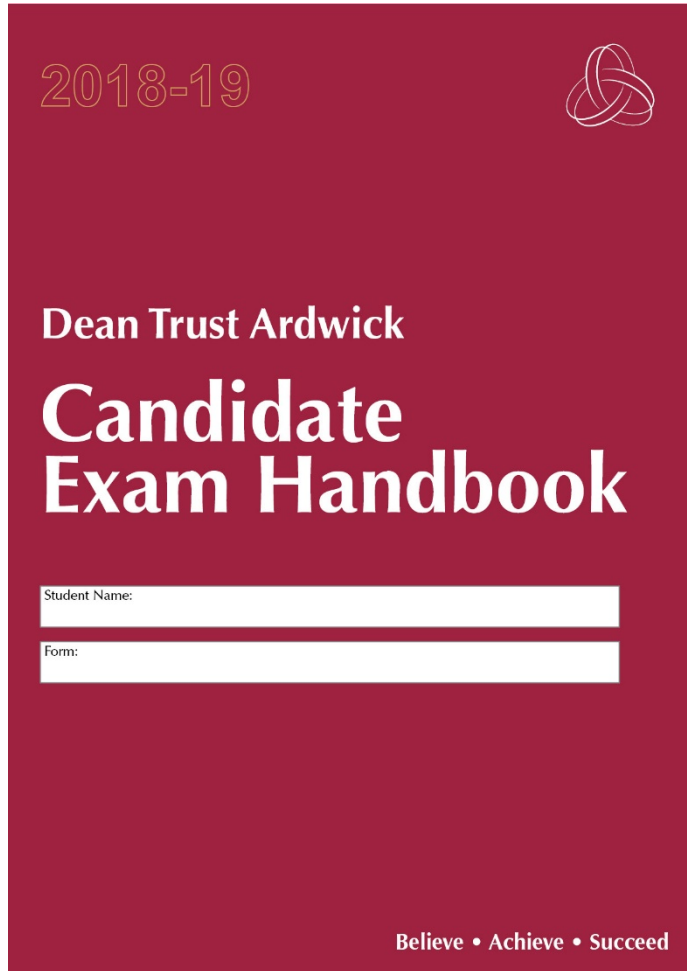


Joint Council for
Qualifications



DEAN TRUST Ardwick

Exams Procedures and Regulations

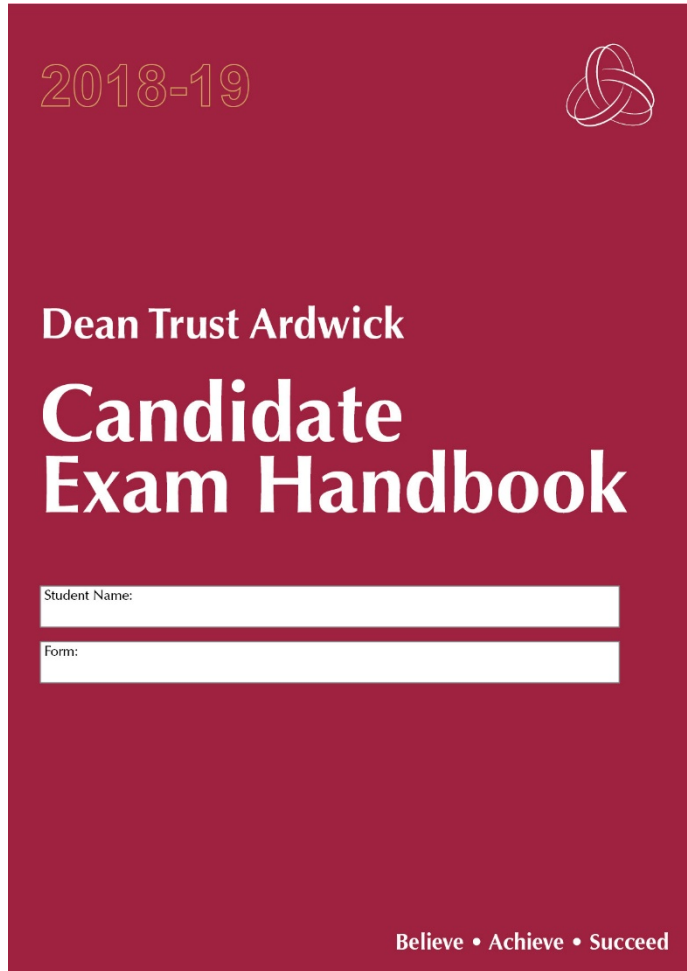


Statement of Entry and Candidate Individual Timetable

1. Candidate Number
2. Centre Number
3. Qualification, component and tier (Higher or Foundation)
4. Date and Time
5. Seat Number



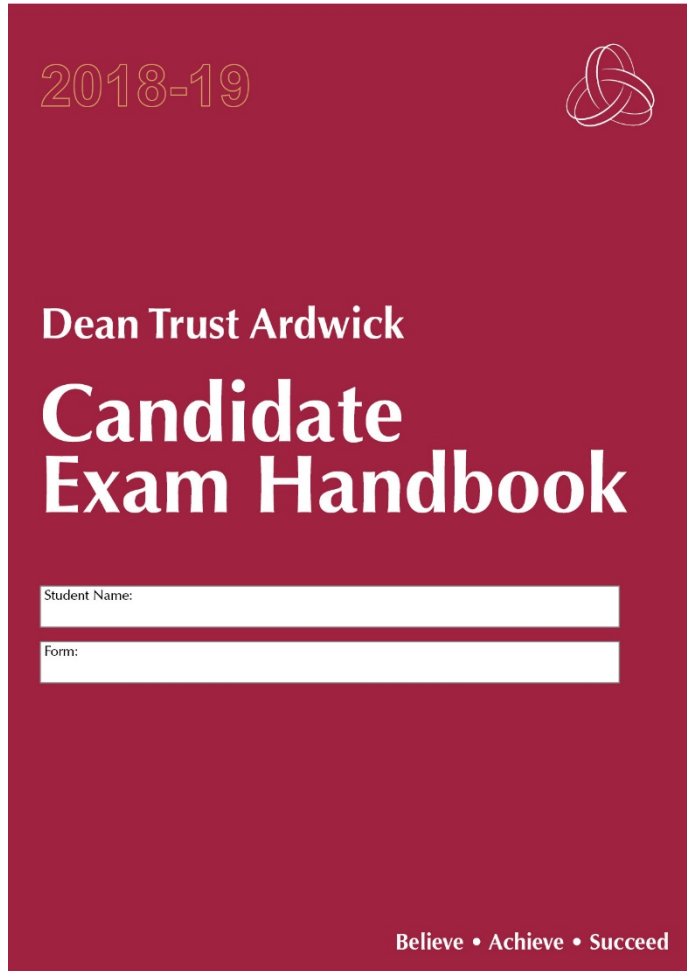
Exams Procedures and Regulations



Exam Contingency Day

2018 – Wednesday 28th June

Exams Procedures and Regulations

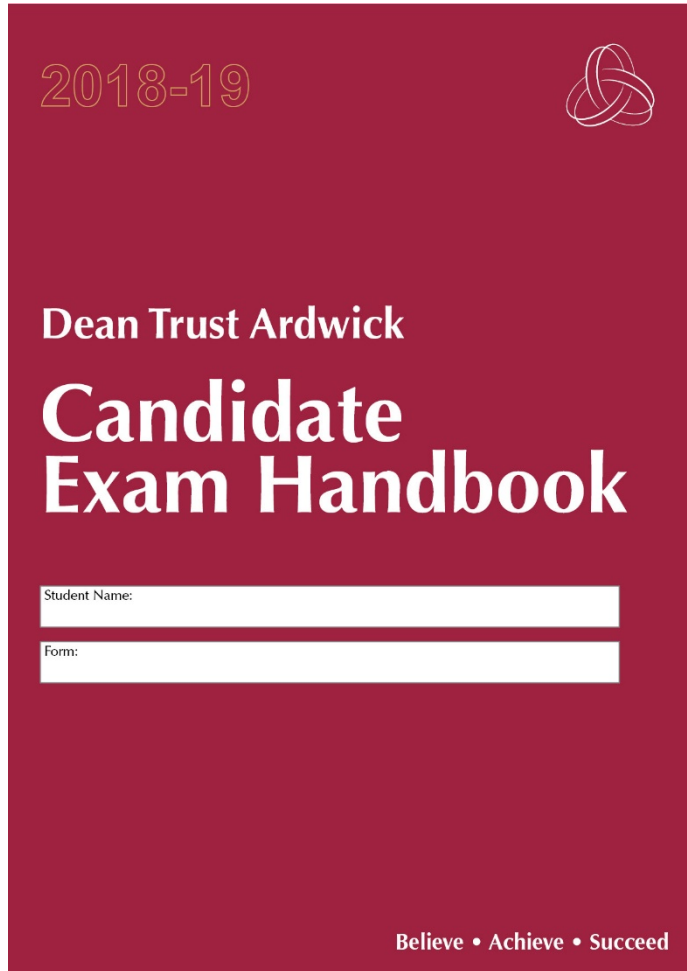


Arrival on Exam Day

- Students must arrive by 7.50am when an exam is in the morning (9am start).
- Arrival for normal school day where they do not have an exam in the morning.



Exams Procedures and Regulations



Equipment

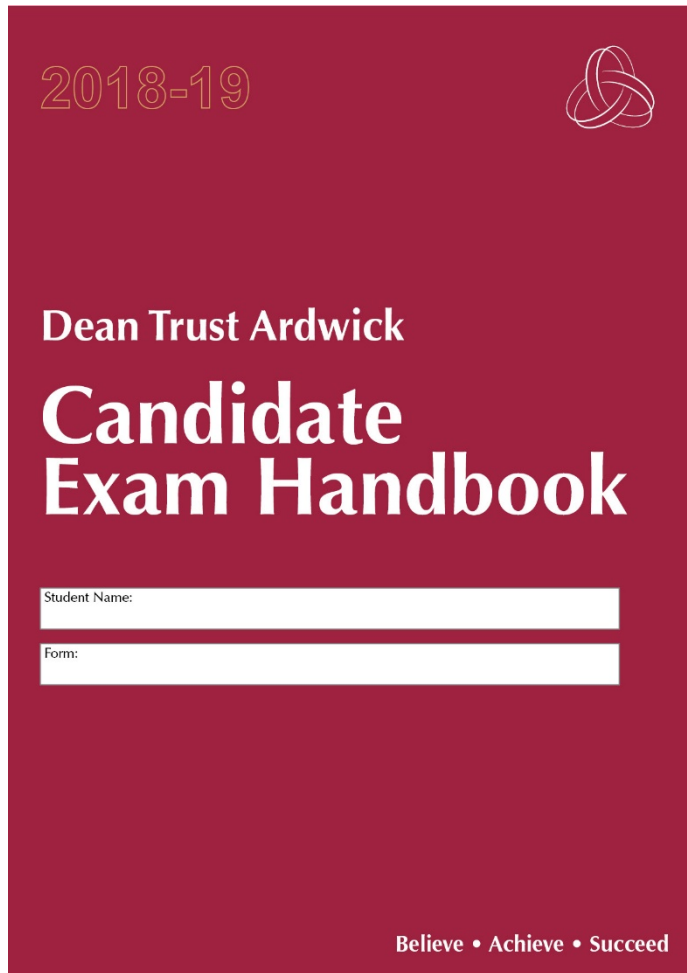
- 2 black pens, pencil, rubber, sharpener, ruler, protractor and compass.
- Clear pencil case.
- Water in a clear bottle with the label removed.
- Wrist watch (not a Smart Watch) which must be placed on the desk.
- No food is allowed in the exam hall/room.



Exams Procedures and Regulations

Mobile phones, smart watches and electronic devices

- These must be left outside the exam room, switched off, in students' bags including headphones.
- If handing to a member of staff, this **MUST** be done before entry into the exam hall.



Exams Procedures and Regulations

Absence, Illness and Lateness

- If students are absent on the exam day, there is no chance to take the exam on a different day.
- Lateness severely affects results and performance, although there may be a chance you can complete the exam. If there is any chance of being late, you must contact school immediately. In all cases, we are required to send a report to the Awarding Organisation, which may then affect a student's result.
- If students feel severely ill on the exam day, they must tell the Exams Officer. Where a student may need emergency access arrangements due to injury, this can be arranged and we must be alerted immediately.



Exams Procedures and Regulations

Malpractice

- Examples include: not following the instructions or advice of an invigilator, copying from another candidate, disruptive behaviour in the examination room, bringing unauthorised material into the exam room, plagiarism.
- There must be **absolutely no communication between candidates** in the exam room nor **any behaviour which may distract or disrupt other candidates**.
- The School must report cases of suspected malpractice to the appropriate awarding body. Penalties range from a warning up to **disqualification** from all the examinations in a series and **being barred** from entering examinations for a set period of time for the most serious offences.



Effective Revision

**The will to succeed
means nothing without
the WILL to prepare.**

-Juma Ikangaa



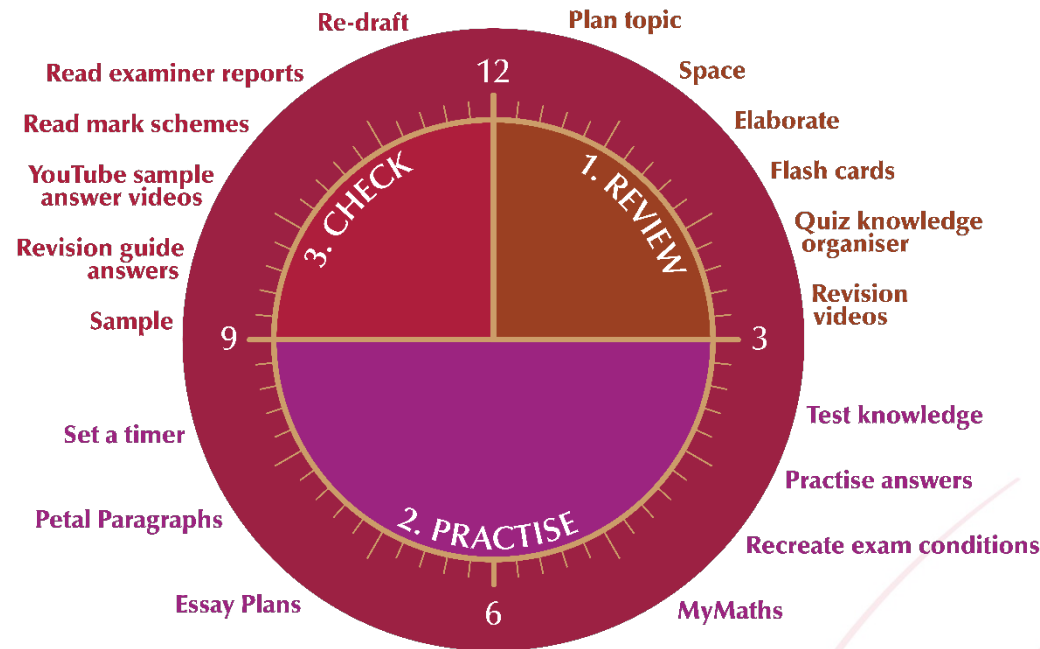
Effective Revision

Checking Answers

Flash Cards

Answering Practice Questions

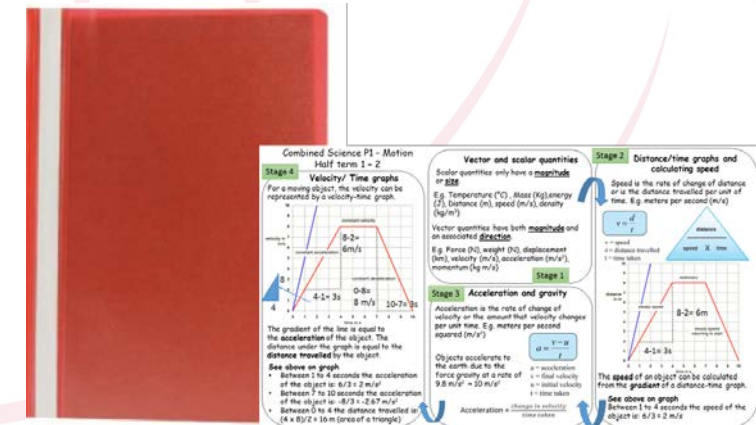
Self and Peer Quizzing



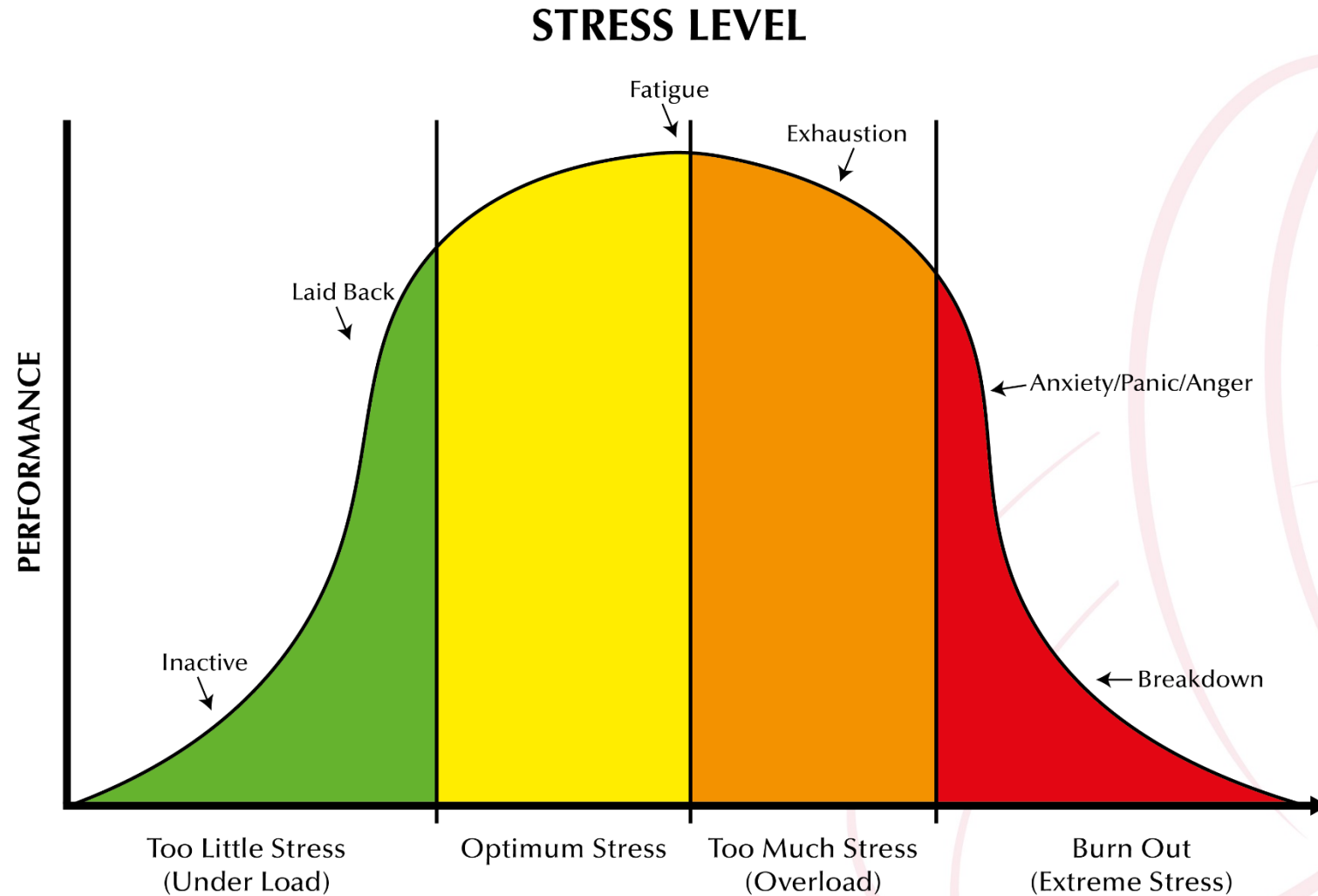
“The successful person form the habits of what the unsuccessful person doesn't like to do.”



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Supporting Students through the Pressures



Do

- Make a realistic plan and have an organised space
- Eat well and exercise
- Stay hydrated – Dehydration affects both brain function and physical performance
- Get plenty of sleep
- Focus on achievement – think about what you've already achieved
- See it as a time bound project
- Seek support



Do Not

- Avoid – putting off work or ignoring the fact you have a difficult and important exam season ahead will only make stress worse.
- Work tirelessly without breaks
- Use overly negative self-talk: “I can’t do it”, “I’m going to fail”
- Not allow yourself treats
- Drink too much caffeine
- Keep your worries to yourself