

The Longdendale Essential Exam Survival Guide

The Exam Survival Guide



Joint Council for
Qualifications

Ofqual

Office of
Qualifications
and Examinations
Regulation



AspirePlus
EDUCATIONAL TRUST

Achievement **S**uccess **P**rofessionalism **I**ntegrity **R**espect **E**ndeavour

Social Media

JCQ
CIC

Information for candidates Using social media and examinations/assessments



Image by Patrice Jones

**This document has been written to help you stay within examination regulations.
Please read it carefully.**

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising.

However, there are limits to the amount of information you can share and you need to be careful not to break the rules. We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



Image by Ben Wight

You should be aware that the following constitute malpractice:

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving (even if not requested) or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

Please take the time to familiarise yourself with the JCQ rules:

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>



JCQ 2018 – Effective from 1 September 2018

The exams boards employ officers to search all social media to ensure candidates are not posting any unauthorised/confidential materials that are linked to your qualification.

Do not post any written work such as coursework or revision notes. The exam boards are watching.



Before your exams

It's natural to be nervous, but try not to let your nerves take over.

Put your exam timetable on display so you and your family can clearly see when your exams are. Check the dates and times carefully so you don't miss an exam or arrive late.

Be prepared – get your uniform and all your equipment ready the night before. You must wear your school uniform to all your exams.

Try not to be too late to bed, don't be up all night revising, a good night's sleep will help.

Start the day with a good breakfast, and give yourself plenty of time to get to school.

Remember to take everything you need, including pencils, **black ball-point pens**, more than one – just in case! Remember to put your equipment in a clear pencil case.

For maths and science exams, make sure you have got a working calculator.

A small squirty bottle of water – with the label removed (**max** 0.5 litre).

All morning exams start at 09:00am
All afternoon exams start at 13:00pm

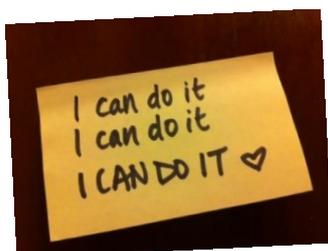
If you have an afternoon exam, you need to have an early lunch at 12:20 and remain in the dining hall ready for your exam.

If you are unsure about anything to do with your exams please speak to Miss Payton.

Be positive!



**Please
Turn off Your
Mobile Phones**



In the Dining Hall / Canteen

Make sure you use the toilet before your exam – you will not be permitted to leave the exam hall unless it is medically urgent. Please ensure you bring your toilet/medical pass with you for exams and have the pass displayed for Invigilators to see on your exam desk.

You must not have anything written on your hands or arms – it doesn't matter what it is.

Please arrive in the dining room 10 minutes before your exam is due to start.

Check your seat number and your candidate number on the wall plan in the dining hall before you go into the exam hall / room.

Switch off your phone and any other internet device and put them in your bag or blazer pocket.

Remove any wrist watch that you may be wearing and ensure it is in your bag.

Get your equipment ready and remove your blazer before entering the hall.

If you have forgotten anything don't panic – ask an invigilator.



**KEEP
CALM**

AND

**GOOD LUCK
IN YOUR EXAMS**

In the Sports Hall/Exam Room

Enter the hall/room in silence, you are now in exam conditions.

Put your bags and blazers at the back of the hall or where indicated by the invigilators.

Listen to the invigilators – they are there to help you and make sure the exam is run correctly.

If you find you need any equipment during the exam, or if you feel unwell at any point, put your hand up and speak to an invigilator – they will be able to help you.

Do not write on your exam paper until you are told to do so.

Check you have the right paper. If it is an exam where you should have a foundation or higher paper, check you have the right one, if you are not sure put your hand up and ask an invigilator.

Once the exam has started, take a few minutes to read the instructions and questions so you know exactly what's expected of you.

Check the mark schemes, plan in advance how much time you'll need for each question.

Don't panic if you get stuck on a question, but try to leave yourself enough time at the end to come back to it. Even if you're really stumped, an educated guess is better than leaving it blank.

If you finish before the end of the time available, check your exam paper thoroughly.

After the exam

You must remain in exam conditions until you have left the examinations room. You will be asked to leave the hall in complete silence one row at a time. You can not leave the exam hall before you are told to do so even if you have completed your exam.

When you have left the examinations room, don't spend too much time going over it in your head or worrying about it, and resist the temptation to compare your answers with those of your friends.

If you have more exams to come, focus on the next exam.

How to feel more confident about exams

What are negative beliefs?

Many people with high exam anxiety can't stop worrying about failing or the consequences of failing. For instance, 'If I fail my GCSEs my whole life will be a failure'. These types of beliefs focus on what you can't do rather than what you can.

Replacing negative beliefs with positive beliefs

Find a positive, realistic belief that can replace the negative belief. For instance, if your negative belief is 'I am rubbish at maths' a positive, realistic alternative could be: 'Even if I will never be the best at maths, I will do better if I have a revision plan and stick to it'.

The key things to remember are that:

if you suffer from anxiety, replacing negative beliefs can help some people find it helpful to keep a record of their beliefs you can become a more confident person with a 'can do' attitude



POSITIVE THOUGHTS
=
POSITIVE RESULTS

How to best plan your revision

1. Create a plan Break down everything you need to revise into small topics and just revise one topic at a time. By creating a plan you are taking control.
2. Set targets Identify when you are going to revise each topic. Give yourself a time limit for when to complete each topic.
3. Check progress Check your progress and set yourself a new time limit if necessary. Once you've met a target, set yourself a new one.

The key things to remember are that:

targets should be achievable and manageable targets must be short-term and include a time-limit review your targets, and when complete, set new ones

How to control physical reactions to anxiety

Deep breathing

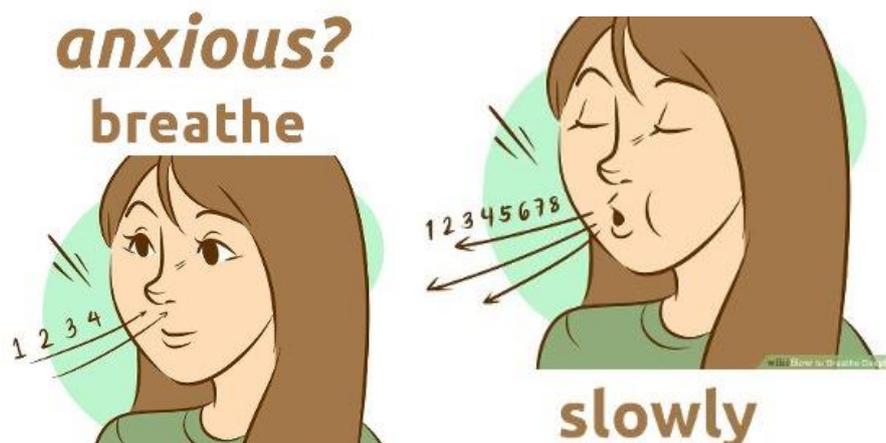
When you become anxious your breathing becomes shallow and fast. Breathing slowly and deeply will help you calm down and feel in control.

How do I do it?

- sit comfortably with a straight back
- place your left hand on your chest, and right hand below it, on your diaphragm
- inhale deeply through your nose for 5 seconds
- hold your breath for 2 seconds
- exhale slowly through your mouth
- feel the expansion in your diaphragm
- repeat for 1 or 2 minutes until you feel calm

The key things to remember are that:

you can learn to control anxiety with deep breathing many people find it easier to learn with an instructor yoga or mindfulness classes can also be helpful



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**NO IPODS, MOBILE PHONES
MP3/4 PLAYERS
SMARTWATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**

**Possession of unauthorised items, such as a mobile
phone, is a serious offence and could result in**

DISQUALIFICATION
**from your examination and your overall
qualification.**

This poster must be displayed in a prominent place outside each examination room.