

# Olive AP Academy - Thurrock



Olive Academies

# Student Exam Handbook

## May/June Examinations 2023

(Based on JCQ regulations to be followed in 2023)

**Read all the following pages carefully** as they contain lots of useful general information as well as specific guidance to:

1. Help you prepare thoroughly **before your exams** start.
2. Ensure you know all the rules and regulations to follow **during your examinations**.
3. Understand when and how you will get the **results of your examinations**.

The coming weeks are very important ones for you. If you are unsure of any of the details contained in this booklet - **PLEASE DO NOT HESITATE TO ASK**.

# BEFORE YOUR EXAMS

## REVISION

Attend your normal lessons and take any opportunities available to do revision. Follow the advice of your subject teachers, they have years of experience that you can use.

## EXAM TIMETABLE

Carefully check your personal timetable. Note the dates, times, and venues of all your examinations. If there are any errors on your timetable, please notify Mrs Weatherley or your subject teacher immediately. Examinations can only be taken at the time and on the day given in the timetable. Misreading the timetable will not be accepted as a satisfactory explanation for lateness or absence. **If you do not attend your exam, it will be an automatic fail.**

## START TIMES

Morning examinations will start at 09.00am. All afternoon examinations will start at 13.30pm. You must be at the examination venue ten minutes before the start time. Make sure that you are well prepared and organised before every examination.

## VENUES

Examinations will take place mainly in the Academy. In addition, some smaller venues may be used. Please check the Examination seating plans and general seating plans (located outside each exam room) for the most up to date information. Allow enough time to find the correct room.

## SEATING ARRANGEMENTS

You will be allocated a desk for each exam. Check the seating plan displayed on the outside the examination room. Under no circumstances are you allowed to change the seating arrangements.

## ABSENCE FROM EXAMINATIONS

If you are ill on the day of an exam, please contact the school immediately. A doctor's certificate must be produced to Mrs Weatherley within 2 days of the examination. Application to the Awarding Body can then be made for special consideration. The Awarding Body will only consider giving special consideration for missed examinations for bereavement, accident, or illness, backed by a doctor's certificate. Misreading the timetable will not be accepted as a satisfactory explanation for the absence. You will be charged the exam fee for failing to attend an examination.

## LATENESS

If you know you are going to be late, phone the school as soon as possible. If you arrive more than 30 minutes late, you will not be allowed into the exam. Exam boards will not accept excuses like 'the pupil slept in' or 'missed the bus'. Again, this will mean you may have to pay the examination fee.

# DURING YOUR EXAMS

## EQUIPMENT

Equipment required for the exam will be provided. You must write in black ink. Pencils must only be used for diagrams. A neat crossing out is perfectly acceptable if an error has been made. Calculators - are only allowed in certain examinations and will be provided.

## UNIFORM

All candidates are required to wear school uniform when attending school during the exam period. Failure to do so may result in the candidate being refused entry to the examination. In this case, the candidate would be required to pay for the examination.

## DRINKS

You are allowed to bring a small clear plastic bottle of water without any labels for your own personal use during your examination. **You are not allowed to bring any food into an exam.**

## TOILET BREAKS

Toilet breaks are allowed but must be supervised, you may need to wait for a member of staff to attend the exam room to allow you to go to the toilet. **No toilet breaks during the last 10 minutes of an examination.**

## ROUGH WORK

Rough paper may be provided when you have finished the exam; any rough work for the exam should be done on your answer paper and then neatly crossed out (though not scribbled).

## GRAFFITI

Please do not mark or deface your desk or name label/card. At the end of each examination before you are dismissed, each desk and name label/card will be checked by staff for graffiti. Any candidates found guilty of this offence will be sanctioned.

## RULES AND REGULATIONS

It is your responsibility to follow the 'Awarding Bodies' regulations 'Warning to Candidates'. A copy of this notice will also be displayed outside the examination room. You must be silent at all times during an exam, including when entering and leaving the examination room. Should you require any assistance, please raise your hand clearly and wait for the invigilator to attend to you. Once you have entered an examination room, you are not allowed to leave unescorted until the conclusion of the examination.

**No candidate is allowed to leave the examination room without the permission of the invigilator.**

Question papers, answer booklets, additional paper and all rough work must not be taken from the examination room. All the Awarding Bodies make it clear that: - Their official examination sessions must be run under strict and fair conditions, with no form of deception – this rule severely excludes any form of communication between students during an examination as well as any other practice that could be seen as an attempt to deceive.

## **ALL CANDIDATES MUST FACE FORWARD AND NO COMMUNICATION IS ALLOWED BETWEEN CANDIDATES DURING THE EXAM**

You must not take into the examination room any unauthorised materials or equipment.

### **MOBILE PHONES**

Under no circumstances is a candidate allowed to have a mobile phone in their possession during an examination. The penalty for having a mobile phone in your pocket or bag or having a mobile ring during an examination is severe and could result in disqualification from all your subjects.

### **WATCHES**

No watches of any kind should be taken into the exam room. They are strictly prohibited and must be handed in to the invigilator before the start of the exam. There are clocks visible to all candidates in all exam rooms.

### **CHEATING**

Candidates caught cheating in examinations, including copying from and communicating with other candidates, will be reported to the Awarding Bodies. Penalties include disqualification from all examinations and payment of exam fees.

### **PROCEDURE IN THE EVENT OF A FIRE ALARM**

In the event of the Fire Alarm sounding, you should remain seated and continue working whilst staff check whether or not it is a false alarm. If the alarm is legitimate and the venue has to be evacuated, you must close your answer booklets and place face down on the desk. You will be informed to evacuate immediately to the specified area, leaving everything on the desk. You will remain under exam conditions; therefore you must not talk to any other candidates inside or outside of the building. A decision will be made by the Head Teacher/Exams Officer as to whether or not the examination should be recommenced following such a disturbance.

# REVISION GUIDE

Here are some tips which may help you during your revision for exams:

- If you feel the need for silence while revising, try to make this possible.
- If you like to work to music, get some headphones and listen to your favourite album whilst you work. Try to listen to something that is familiar and "one of your favourites" - this will help to put you in a positive frame of mind during your revision - it can also reduce the risk of distraction, under the right circumstances.
- Try to revise one section of notes, or one set of topics together.

## REVISION – TECHNIQUES

Try to develop your own technique for revision. Different techniques work for different people and depending on the type of subject being revised, some techniques are more suitable than others. Here are some:

- Read and Memorise.
- Summary notes - short version of main notes.
- List of keywords for each topic covered, which can act as "triggers" for other ideas.
- Revise with a friend - if possible, exchange ideas during revision - this can be very helpful to both people in understanding topics and building confidence.
- Questions and Answers - get a friend to ask you specific questions about topics and think up questions to ask your friend. This will test and help to build your own understanding.
- Make up a set of revision cards - with one main topic per card, each topic listing ideas or information for this topic.
- If possible, ask your teacher or tutor to revise topics you are unsure about and try to get the tutor to help you to fully understand the topic.

## EXAM PREPARATION

Try not to treat the exam as anything other than a normal school day.

Try to follow your normal routine as this will help you relax.

Try to think that at least after the exam, you can relax and won't have to do any further revision - this will help you relax before the event too.

Get a good night's sleep - do not stay up till "all hours" revising unless you feel this is vital. A final review of topics and a review of your "strong" and "weaker" areas would be best. Take sufficient pens / pencil, rubber ruler etc. Relax!

## BEFORE THE EXAM

Try not to stress.

- Make sure you arrive in plenty of time.
- Make sure you listen very carefully to instructions that are given or any announcements that are made. If anything is unclear, ask questions before you start as this may save you time later.
- Make sure that you have everything necessary - question paper, answer papers, additional sheets etc. Ask the invigilator if something appears to be missing.

## THE EXAMS

- Read all the paper and all the instructions carefully - check that you know exactly how many questions you have to answer and carefully note any constraints such as "Answer 1 question from each section" or "Answer 2 questions from Section A and 1 question from Section B" etc.
- Read each question carefully and thoroughly and make sure you understand what it is asking. Read all parts of the question before deciding whether or not to answer it.
- Try work out how much time you will need to answer each question but allow some time for reading / checking at the end of the time.
- Try to write neatly.
- If you are doing mathematical questions always show your working. Simply stating an answer will not get full marks. If you get a question partially correct, and have shown your working, you may be given some marks.
- Relax as much as possible and try to think clearly and keep confident.
- In a given question, concentrate of what you do know rather than what you don't know.
- Use what you know to maximum effect but remember to ANSWER THE QUESTION.
- Do the questions you feel most confident about first (it rarely matters which order you answer questions in). This will help to build your confidence and you may find yourself remembering more things.
- Keep thinking positive and do the best you can. Just answer as much as you can.
- Remember to check the back page of your exam paper sometimes there are further questions.

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

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