

Ditcham Park School



Guide to Examination Success

Table of Contents

- * Remember there is one key question
- * The Final Countdown
- * Revision
- * A detailed revision plan Revision techniques
- * Exam Rules & Regulations
- * About the rules
- * Personal timetables
- * Equipment
- * Food & Drink
- * Mobile Phones
- * Important numbers
- * The day before your Exam
- * The day of your Exam
- * In the Exam Room
- * Important exam techniques
- * When the exam ends
- * Chill Time
- * If you are unwell on the day
- * Uniform
- * Return of textbooks
- * School Lunches
- * Registration
- * **Exam Results Day**
- * **Certificate Awards Evening**

How important are your GCSE exams to you?

It is **not too** late to really improve your possible final grades if you really would like to. There are opportunities to:-

- Focus your attention in lessons
- Ask your teacher questions
- Attend extra lessons at lunchtime
- Attend revision lessons
- Work with your mentor
- Develop good exam techniques
- Make sure you are prepared on the day!

Revision

A detailed revision plan

Just reading through your notes is not a good way to revise. You need to put in place a good revision schedule and then follow it! **See the revision guide on the website!**

- Plan how much time each day you will set aside for revision work and stick to it.
- Allow time (breaks in your revision plan) to do other things that you enjoy.

Revision techniques

- ✳ Avoid sticking to just one subject per day as you may get tired with the same topic. Take care however, not to pack too many subjects in at once.
- ✳ Avoid just reading! A good technique is to extract key points and write them down. Use multi-sensory techniques –visual, auditory and practical and memory techniques suggested in your **Study Skills Booklet** given to you by Mrs Tite.
- ✳ Make notes that you can review again later.
- ✳ Work through past papers or exam questions provided by your teachers.

Exam Rules & Regulations

About the rules

The rules and regulations are determined by the Joint Council for Qualifications (JCQ) who acts on behalf of all of the Exam Boards. JCQ candidate information will be sent out with your timetable. Make sure that you read and understand the information provided. Follow the JCQ rules at all times.

Don't lose out by being late!

You must arrive for your exams in good time and be outside the exam room ready to be admitted at least 15 minutes before the scheduled exam start time.

Remember that if you arrive late you can still take the exam as long you arrive within 30 minutes of its start time. If you arrive later than this it is possible that you will not be allowed to take the exam.



Equipment

It is your responsibility to make sure you have **all of the equipment** you need to do the exam and you **must** have a **black** ball point pen. Pencil cases must be transparent. All bags and books will be left outside the examination room.

Please do not rely on the invigilators having spare equipment!

Food & Drink

Food is **not permitted** in any of the exam rooms but you may take a bottle of **water** into the exam with you.

Having water with you during the summer exam season is particularly important, especially as some exams are 2 hours long.

Remember the bottle must be clear plastic and all labels must be removed.



Fizzy/ drinks and cans of drinks are not permitted.



Mobile Phones/MP3 players

Remember that no electronic communication or storage device can be **on your person**. Wherever possible such devices should be left outside of the exam room. If you do bring such devices into the exam room you **must** hand them to an invigilator when you are given the final warning and before the exam starts. They **must** be switched off and any alarm deactivated. *Please do not risk being disqualified.*



Important numbers

It is important that you write your name, candidate number and the centre number clearly on the front of your answer book and on any supplementary answer sheets you use.

Your **candidate number** is the 4 digit number, which is always displayed on the exam desk and on your statement of entries. Hopefully you can already remember your candidate number by now but you should write it in your diary for reference.

The **centre number** will be displayed on the white board at the front of the exam room.

DPS Centre Number:

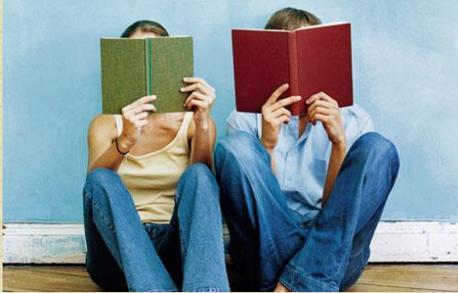
58251

In an emergency please contact the school on the main School number: **01730-825659**



The day before your Exam

Read through your notes to refresh your memory of the key concepts.

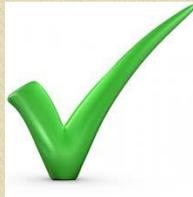


Do not do past papers at this stage.
Do not labour over each syllabus as time will pass quickly and panic will set in if you think you haven't looked at everything.



Remember the purpose of today is to refresh and rewind. Revision has been done so feel confident!

Remember to check your timetable to remind yourself of the start time and location of your exam. Get the equipment ready that you will need.
Finally, go to bed at a reasonable hour and set your alarm clock so that you will have plenty of time in the morning.



The day of your Exam

- Have breakfast or lunch before leaving home.
- Pick up your equipment and exam timetable.

Leave in plenty of time especially if coming to School by bus!

For afternoon exams, pupils should try to arrive by 1.00 pm, since some exams will begin quite early. This particularly applies to those who are allowed extra time, who will start earlier than the rest.

It is not ideal for candidates to spend the morning in school prior to an afternoon examination.

Quiet, focused revision at home is more profitable. However, you may well have transport problems, and we accept that some pupils may have no alternative but to travel on the school bus.

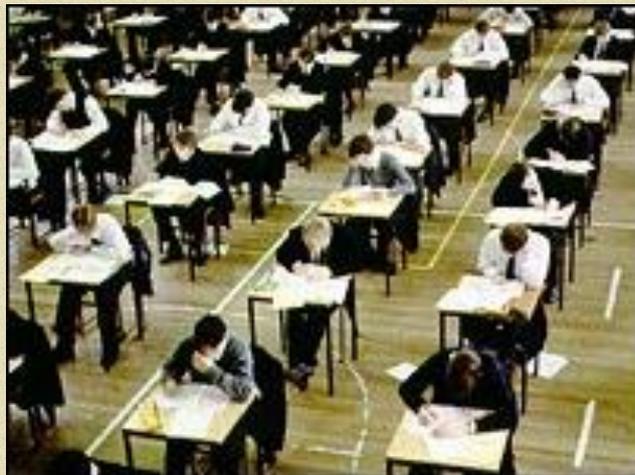
Remember that if you are **very** late arriving to School you might not be allowed to take the exam.

Check the location and seating plan for your exam on your arrival at School. Information is always displayed outside the exam hall. We will also be on hand to help you if you have any queries.

In the Exam Room

Once you enter the exam room you are under examination conditions and **must** remain silent and follow the exam rules.

Make sure you sit at the correct desk and check that the chair and table are stable. Listen to the instructions given by the invigilators and follow the instructions **at all times**.



Important exam techniques

**Remember not to rush things!
Take some time to read all the questions.**

It is a good idea to do the questions you like the best first!
Manage and use the full time allowed to do the exam.
Remember that you can highlight parts of the question with a highlighting pen. You **must not** however, highlight any part of your answers.

All rough work must be done in the answer book and then crossed through with a neat line.

If you finish before the exam end time use the time wisely!
Check your work and if necessary add to your answers.

Remember that you can ask for additional answer sheets in order to add to your work.

When the exam ends

You must remain silent and in your seat until dismissed by the invigilators. You will not be allowed to leave the exam room before the end of the full exam duration, except under extraordinary circumstances. For examinations of 50 minutes or less all candidates will remain under exam conditions until extra time has been completed or all pupils have finished the paper. When you do leave the exam room, please do so quickly and quietly.



Chill Time

Another exam out of the way then! Now take some time to relax. **WELL DONE!**



During non-examination periods in school, the library should be used for private study and revision purposes. The Common Room will be reserved for lunch and break-time relaxation and must be kept tidy.

If you are unwell on the day

Please be aware that it is not possible to do an exam on a different day so it is **really important** to try and attend every exam you are timetabled to take.

If you are feeling really unwell on the day you must first contact Mr Philips who will be able to advise you what to do.

Advice - Illness

If you have a minor illness such as a headache, hay fever, stomach upset etc, you should really try to sit the exam.

If your illness is more serious or if you have had hospital treatment, we will decide with you if you are well enough to take the exam. A doctor's note will need to be received by the school within **7 days of the exam** if we are to make a submission to exam board for further consideration.

Any medication brought into the exam room must be brought to the attention of the invigilator and should be accompanied by a note from parents explaining its purpose

Advice – Broken Limbs

If you are unfortunate enough to break a limb at the time of your exams you should contact us as soon as possible. We will then be able to inform the awarding body and if necessary make arrangements for extra support during your exam.

Uniform

Full school uniform is required by the school for pupils sitting examinations. Please make sure that your day goes smoothly by turning up looking smart and ready for business.

Return of Textbooks

All textbooks should be returned on the day of the final examination in each particular subject, either directly to the Department which issued the book, so it can be signed off or deposited in a **`textbook returns` box** which will be situated outside of the examinations room. (The Gym). Pupils will be issued with a **“Leavers’ Card”** which will be signed by staff to confirm that all books and resources have been returned to departments. **Tickets for the Leavers’ prom will only be issued once the card has been fully completed and handed in.**

Follow-up for uncollected books

Parents will be invoiced by the office and money automatically subtracted from Deposit for those books that are not returned by the end of the week following the final GCSE exam. This year the last exam is Latin Literature on Wednesday 19th June.

School Lunches

Please remember to bring your school dinner ticket with you if you want lunch. Failure to show your ticket will mean that you will be charged £3.60 for your school dinner.

Registration

During the examination period, Form 5 pupils must register at the office if they come into school early or leave later than the GCSE exam session. Their attendance is recorded in the examination room, but we need to know for health and safety reasons if they are on site beyond these times.

Results Day

Pupils are invited to collect their results on **Thursday 20th August**
from 10.00a.m.

This is the earliest point at which we are allowed to publish results to candidates

Awards Evening

The proposed date for this event is **tbc**

At this evening we will make the formal presentation of GCSE certificates and other awards. The date will be confirmed next term

***On behalf of all the staff at Ditcham
Park School, we wish you all the very
best with your exams and look forward
to celebrating your success in August
2015.***



GOOD LUCK!

