



Examinations Guidance

Individual Candidate Timetable

- This is on the school's website. A personalised one will be given to you and will also be available via My child at school.
- Please ensure that you check your timetable and let the Exams Officer know if there are any issues.
- Keep it safe and have it available during the exams.
- Take a photo of it on your phone or print it out.
- Follow your own personal timetable as it may cover clashes (where 2 exams are timetabled for the same time).
- Take note of your row & seat number.

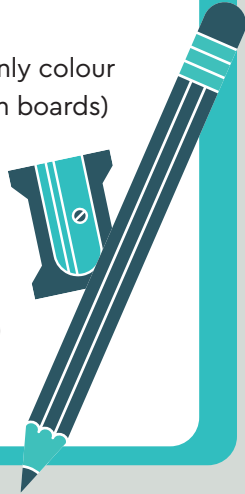
Timetable Clashes

- These occur where you are entered for multiple subjects which have their exams on the same day and time. We do not have any clashes this year.

Equipment

(This will all be provided for you)

- Clear pencil case
- BLACK Biro x 2 (the only colour accepted by the exam boards)
- Pencil
- Eraser (No Tipp-ex)
- Pencil sharpener
- Protractor/compass
- Ruler
- Calculator (if allowed)
- Highlighters



Exam Timings

- Morning exams begin at **09:30**.
- Afternoon exams begin at **13:00**.
- The duration of exam papers vary, from 35 minutes to over 2hrs.
- Our exams should finish before the end of the normal school day. However if the start is delayed or you arrive late it may run over the normal school day, so appropriate arrangements need to be made for getting home.
- Please arrive for school at the normal time or revision sessions until after 16th June.
- For exams after 16th June, please arrive at least 20 minutes before the exam is due to start.



Seating

- Your individual timetable will show your seat and row number.
- A list of names with seat numbers will be displayed in the restaurant/main hall before each exam.
- Do not deface your desk or equipment.
- Once seated, a member of SLT, invigilator or a recording will read the instructions of the exam and will announce when you can start.

Do not write anything on your paper until you are instructed to do so. It is considered malpractice if you do!

No mobile phones or watches

NO POTENTIAL TECHNOLOGICAL/WEB ENABLED
SOURCES OF INFORMATION



NO UNAUTHORISED ITEMS

PLEASE NOTE

No watches are allowed in the examination room.




Place these items in your bag **BEFORE** entering the exam room.

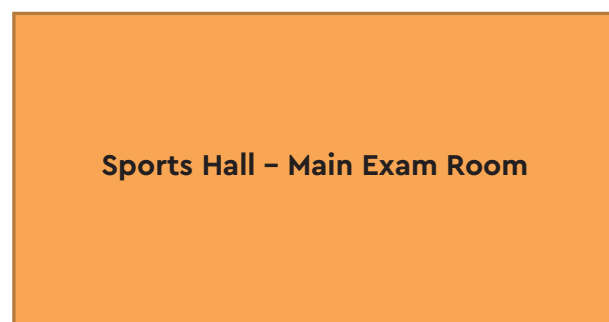
Possession of unauthorised items, such as a mobile phone or any watch, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

Exam Room Plan

-  Exam Room
-  Silent Area
-  Toilets

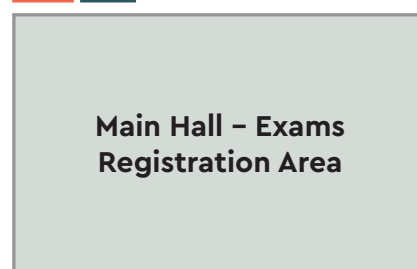


Sports Hall – Main Exam Room

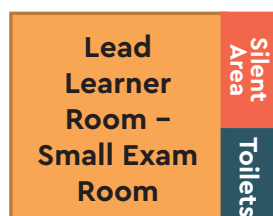
**Restaurant
(Waiting Area)**

Please wait here for:

- Finance Office
- Office Meeting Room
- Lead Learner Room
- Church Meeting Room



**Main Hall – Exams
Registration Area**



**Lead
Learner
Room –
Small Exam
Room**

Invigilators

- There to ensure the exams are run according to the regulations.
- Please listen to them and follow instructions.
- If you need any assistance, then please raise your hand **high** to alert an invigilator.
- They are unable to answer any questions relating to the exam paper
- Please treat them with respect.



Malpractice

There are severe penalties for malpractice. You could be disqualified from your exams.

Examples of malpractice:

- Possession of a watch, mobile phone or smart enabled device – even if switched off
- Writing/drawing obscene material
- Talking/disrupting others
- Possession of notes
- Writing on hands/skin
- Possession of a watch

Please check your pockets before you go into every exam and ensure you don't have any writing on your hands

Consequences of Malpractice

- Written warning
- Loss of marks for that paper
- Loss of marks for that subject (all exam papers for that subject e.g. could be 6 papers for science)
- Loss of marks for all exams with that exam board
- All exams cancelled for all exam boards
- Banned from taking exams for 1–5 years

In 2019 (last exam season) 1,560 students had their papers zeroed due to malpractice. 46% of those were due to mobile phones

Unauthorised Items

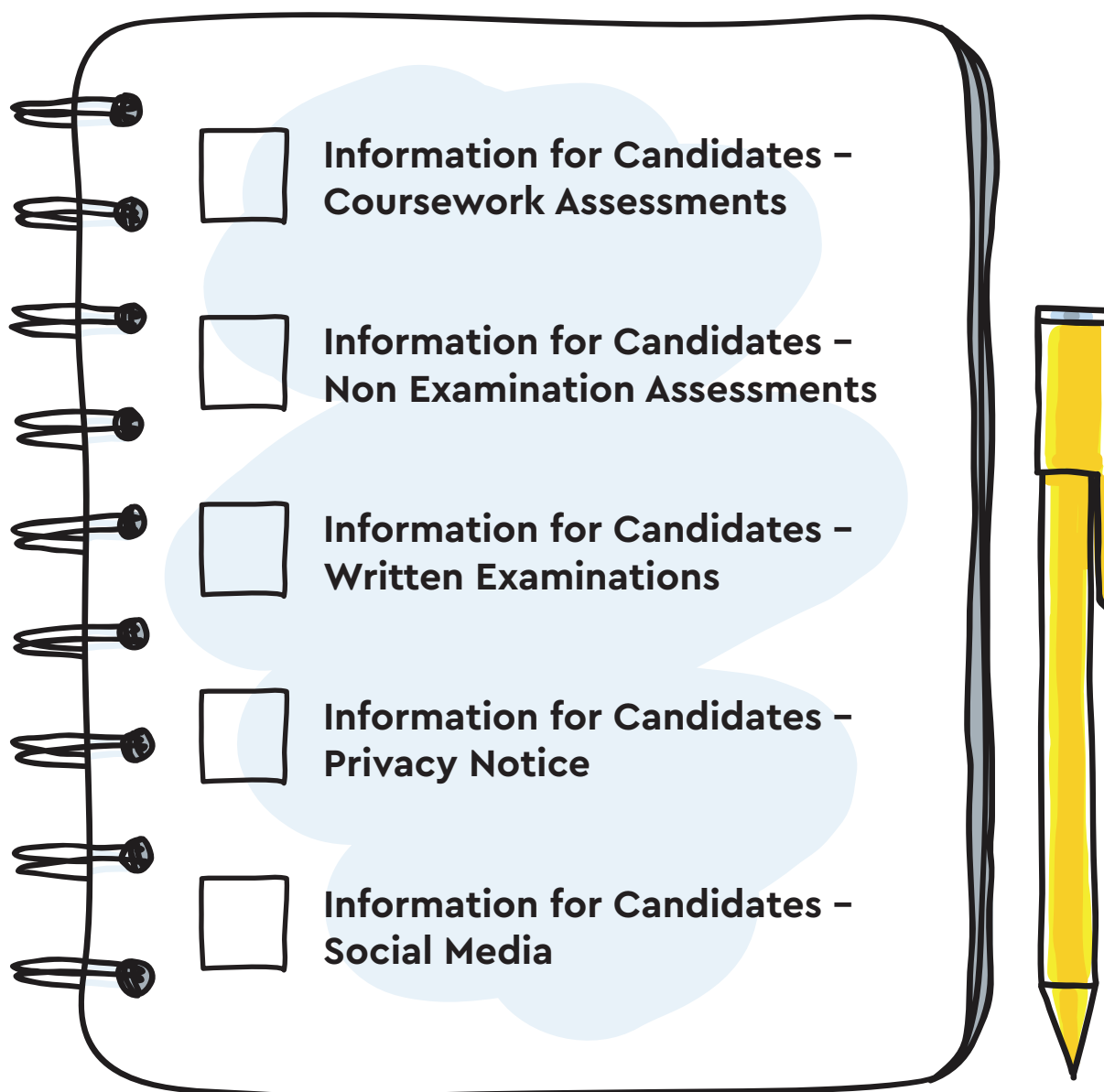
The following are not allowed in the exam room:

- Mobile phones, other smart enabled device, watches
- Non transparent water bottles
- Gel pens
- Tippex
- Writing on hands/skin
- Labels on water bottles
- Notes of any sort – check your pockets
- Watches



Important Documents to Read Before Your Exams

Before your exams start, please visit the school website at the web address below, and read the following five documents:



WHERE TO FIND THE DOCUMENTS

<https://www.samworth.tgacademy.org.uk/secondary/students/examinations/>

Links to the documents are under the heading "**Downloads**" at the bottom of the page.

On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

Before sitting your exams, ensure you know:

- ☐ the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- ☐ who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

What you cannot take into exams:

- ☐ any type of phone
- ☐ revision notes
- ☐ any type of watch (this includes analogue, digital and smart watches)



What you will need:

- ☐ a clear pencil case
- ☐ at least two black ink pens – blue pens are not acceptable
- ☐ an approved calculator for relevant exams
- ☐ appropriate apparatus such as a ruler or protractor for relevant exams
- ☐ a clear water bottle if you wish to take one in – it must not have a label



Other important information:

- ☐ Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- ☐ Fill in your details on the front of your answer booklet.
- ☐ If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- ☐ If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- ☐ Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

If you have any questions about the format on the day, please ask your teacher or exams officer.



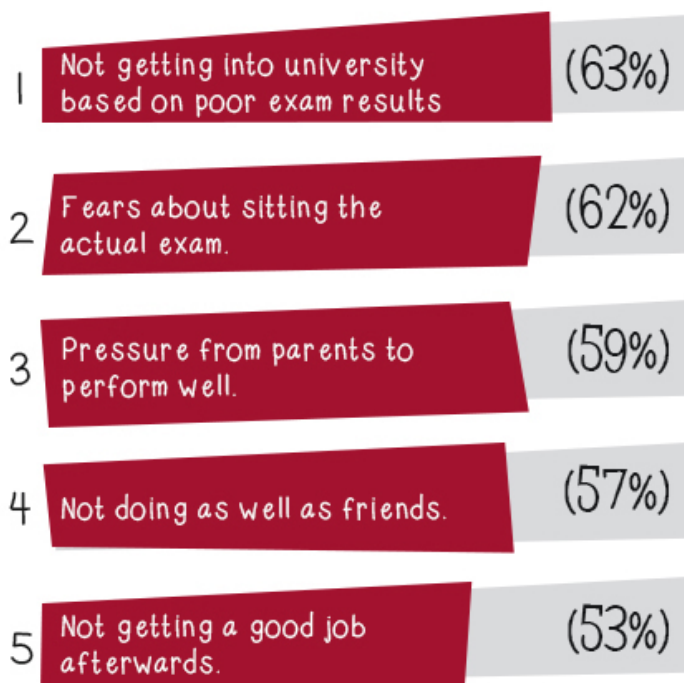
Exam Stress Anxiety.

A Growing & Deeply Worrying Concern...

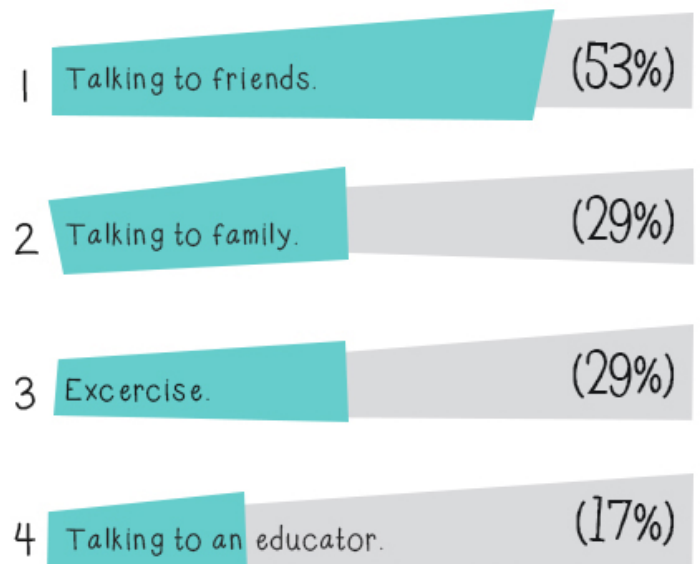


Causes of & Coping with Exam Stress

Top 5 Causes of Exam Anxiety



4 Ways Students Cope with Exam Anxiety



Top Tips to Alleviate Exam Stress

Take Care of Your Physical & Emotional Health

- # Do gentle exercises such as taking a quick walk, cycling, swimming, or yoga.
- # Gentle exercise increases blood flow to the brain, assists with lowering anxiety levels & reduces physical tension that can cause aches & pains.
- # Deep breathing, getting 8 hours of sleep per night & meditation all help maintain your emotional health.



Fuel Your Brain & Avoid Trigger Foods

Eat lean protein e.g. chicken, fish & eggs, with carbohydrates that release their energy slowly e.g. oats, brown rice & green vegetables. #

Avoid alcohol, caffeine & nicotine. They stimulate the central nervous system & heighten your emotions, leading to greater anxiety. #

If you need to choose something sweet, choose dark chocolate with over 70% cocoa. It helps fight cortisol, the stress hormone, has a relaxing effect on your body & releases endorphins, a natural stress fighter. #



Get Organised & Keep Your Perspective

- # Create a personal study plan & take it day-by-day. Do this by breaking your revision down into small manageable chunks.
- # Picture your exams as a time-bound project. If your exams are 30 days away, then set that as your '30-day-challenge' which has a definite end point.
- # Take regular breaks from studying & move away from your desk when you are on a break. Psychologists say we can only really concentrate in full for between 30 to 45 minutes.



What to do if you are ill on the day of an exam

- If you are feeling unwell on the day of your exam, we suggest you come into school and we can assess the situation when you arrive. In most cases, it is better to take the exam if you can.
- You **cannot** sit the exam at another time.
- If you are ill and unable to attend the exam, it is vital you phone the school first thing in the morning.
- If you do not attend an exam without a valid reason it is possible that you will be charged the entry fee for the exam.
- If in doubt – phone the school.

If I'm late, can I still sit the exam?

- If you think you are going to be late for the start of your exam, please contact the school to inform us.
- On arrival at school, a member of staff will escort you to the exam room.
- You **must not** enter the exam room without permission once an exam has started.
- Depending on how late you are, the exam boards may not accept your script.
- The earlier we can supervise you, the better chance of the exam board accepting your script. If you're late but need some time to breathe before you go into the exam, get to school and we can supervise you.

Helpful Tips

- Listen and follow instructions.
- Check for correct paper & tier and write your **full legal name**.
- Write only when instructed.
- Read the exam paper thoroughly – to the back page.
- Raise your hand for assistance.
- Think! – Do not rush your answers.
- Cross out any incorrect work, but no doodling.
- Use all available time wisely.
- Remain silent at all times.



Additional Advice

- **Go to the toilet before your exam** – toilet breaks will only be permitted where necessary to minimise disruption, and will not be allowed in the first 1hr or the last 15 minutes of the exam.
- You can take in water in transparent bottles ONLY, you must remove all labels from the bottle.
- Fire Evacuation Procedure – in the event of a fire alarm, please follow the guidance of the Invigilators, you are still under exam conditions so REMAIN IN SILENCE.
- If the fire alarm sounds, please stay seated and wait for instructions.

Finally...

- Try your best, that is the best you can do!
- Exercise and regularly get fresh air
- Eat well during your exams
- Try to get a good night's sleep
- Keep calm, you can do it!
- We are here to help you.

**If you have any questions or concerns then please ask.
The Exams Office can be found downstairs at the end of the ICT corridor.**

Good Luck!