



**ORIENTAL
HIGH
SCHOOL**



**STUDENT GUIDE
TO EXAMS
SUMMER 2024**

INTRODUCTION

Your exams are rapidly approaching. This booklet is designed to offer you help and advice in preparation for these exams.

This booklet also states the rules and regulations of the Exam Boards that you must adhere to. If you do not follow these rules then you may be disqualified from your exams.

Read this booklet carefully and if there is anything you do not understand, please ask a teacher for help.

Exams can be a stressful time for students and parents and it is important that all those involved are as well informed as possible. Well informed students will realise that the rules and regulations are designed to ensure fairness and minimise disturbance and it is in the interest of everyone that the examinations run smoothly.

Mock examinations are run to the same standards in order that students are familiar with the examination protocol in readiness for their 'real' exams.

If you have any questions or concerns, then please feel free to make enquiries to the Exams Office via Email: jdevalmency@oriel.w-sussex.sch.uk



EXAM TIMINGS











Morning exams begin at 09:00

Afternoon exams begin at 13:30

**The duration of exam papers varies,
from 30 minutes to 3 hours.**

**This could mean that some exams finish later than the
end of the normal day so appropriate arrangements
for getting home should be made.**

EXAM CHECKLIST

	Aim to arrive at school 30 minutes prior to the start of an exam. It is much better to leave yourself plenty of time in case of problems with the journey.
	When taking exams, bags, coats and mobile phones should be left in the designated areas. Because of this, it is recommended that you do not bring valuables with you to the exam.
	Phones – Students must not have mobile phones in their possession either on or off. If a device is found on you, the minimum penalty is disqualification.
	You should not have notes, pagers, MP3/4 players, earbuds or any type of watch in your possession – leave them in your bag (Switched Off!).
	You should bring with you the correct equipment needed to do your exams. Use black ink only. Do not use gel pens.
	In an exam where you have a calculator, you should place the cover on the floor under your desk. Calculators must be cleared before exam.
	There is absolutely no talking or communication between students once you enter the exam hall. If you have any questions, you should raise your hand and an invigilator will come to you. You must not borrow anything from another candidate during the exam.
	Only water bottles are allowed in the exam hall. These should be clear bottles with the labels removed. Remember to go to the toilet before the exam starts. There must be no marking on any water bottles.


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.

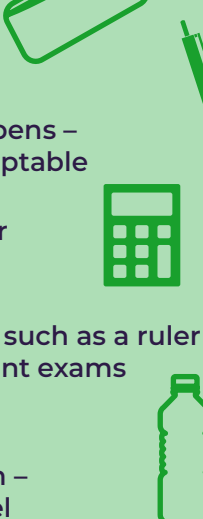
Before sitting your exams, ensure you know:

- 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.

Contingency sessions:

- There are contingency sessions within the Summer 2024 exam timetable – the afternoon of 6 June and 13 June 2024 and the morning and afternoon of 26 June 2024. Make sure you are available on all three dates even if you do not have an exam.

If you have any questions about your exams, please ask your teacher or exams officer.



DURING THE EXAM



- Read the instructions on the front of the question and answer papers carefully, so you understand what you need to do.
- Fill in any information on the front when told to do so.
- Work carefully and write clearly.
- Don't rush. Pace yourself—if you have two hours to answer four questions, for example, make sure you spend half an hour on each. Exam questions are carefully designed and tested—they should take the estimated length of time to complete.
- Show all your working/rough work. Cross it through when you've finished with it. Hand it in with the rest of your answers.
- Leave yourself 5-10 minutes at the end to read through and check all your answers. Boring though this may seem, it is vitally important; you can often find mistakes/omissions and put them right. It could mean the difference between a Grade B and a Grade A!
- Put your hand up if:
 - You need more paper
 - You feel unwell
 - You have a particular problem and don't know what to do
- Do NOT damage or deface your candidate ID card which will be placed on your desk in all exams. The invigilators need to be able to see the information at all times, for identification purposes.



At the end of the exam, stop writing when you are told to.

Make sure your name and candidate number are on all separate pieces of paper you hand in.

Exam conditions DO NOT end until you have left the room.

Don't be tempted to talk/turn around/communicate in any way with other people. Your paper could still be cancelled.

**You must not leave the exam room
until you are told to do so.**

EXAM TECHNIQUES



- If you feel you've forgotten everything, it may be just nerves. Take a few deep breaths to help you stay calm.
- Read the instructions; make sure you know how many questions to answer.
- Take your time, read all the questions carefully until you understand exactly what is needed.
- Look for the command words. Identify key words before you answer the question.
- Use your answer book to brainstorm and mind-map content or ideas as you go. This will also help jog your memory if you 'draw a blank'.
- Remember to cross out any draft work you don't want marked.
- Write neatly.
- Answer the questions given on the paper, not the questions you were expecting.
- Use the allocated marks to guide how much time you spend on each answer.
- If you can't answer a question, move on to the next question and come back later.
- Leave space between answers so if you want to expand on any later, you can add to them neatly.
- Allow time to check back over your work.



TOP REVISION TIPS



Don't let the stress of revision overwhelm you. Stay in control with these top tips.

gcsepod

education on demand



START AS EARLY AS YOU CAN

Cramming at the last minute is stressful and has limited success.



MAKE A PLAN

Work out how much time you have and how long you can spend on each subject.



CREATE A STUDY SPACE

Find a quiet spot away from distractions and keep your things all in one place.



MIX IT UP

Use a mixture of revision for best results. See our metacognition pods for more info.



TAKE REGULAR BREAKS

It is possible to work too hard, make sure to take regular breaks.



REVISE WITH A FRIEND

Talking through what you've learned can help information stick.



USE PAST PAPERS

These are a great way to get used to exam format and testing what you have learnt.



EAT HEALTHY

Certain foods boost your brainpower and will help you remember more.

While we like to share our experiences online, when it comes to exams, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



Jcq **Things to do on social media:**

- Have fun
- Be responsible
- Report any exam content you see to your teacher

Jcq **Things not to do on social media:**

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work

Jcq **If you do any of the above activities, you may:**

- !! Receive a written warning
- !! Lose marks
- !! Be disqualified from a part of or all of your qualifications
- !! Be banned from taking assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules: [jqc.org.uk/exams-office/information-for-candidates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)

MANAGING EXAM STRESS

Everyone gets nervous; it's a normal part of exams.

While it's not so easy to stop feeling nervous, you can use relaxation techniques to keep your nerves under control and focus on what you want to achieve.

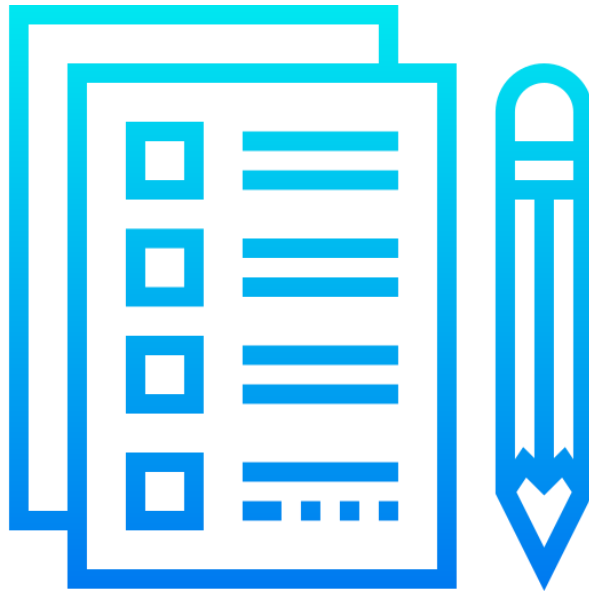
Here are some tips and techniques you can try should you feel stressed before and in exams.



Before your exams

- Being prepared and doing the work will always help you feel more confident about sitting your exams, so do as much revision as you can.
- Celebrate your successes in revision tasks and know when you do well.
- Meditation and exercise are great ways to help clear your mind, leaving you feeling refreshed and energised. Plan something for first thing in the morning – if you start your day well, you are more likely to stay calm.
- Use deep breathing to relax your body and mind.
- Eat the right foods and drink lots of water – too much coffee and sugar for example can make you feel more anxious as they are stimulants.
- Use positive language with yourself and visualise your exams going smoothly.
- If possible, avoid classmates who are highly stressed or who want to talk about the exams.
- Practice your relaxation techniques so they are natural to you by exam day.



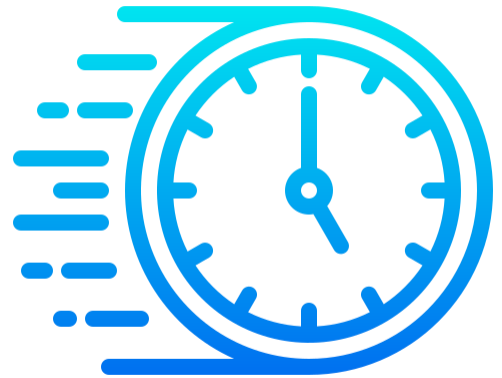


In your exams

- Breathe – take some deep breaths to relax your body and mind. This will really help if you freeze up or are struggling to get started.
- Focus on your paper. Block out the exam room and other students.
- Read the entire question paper, answering the questions you feel most comfortable with. By answering these first, you will feel more confident and settle into the rest of the exam.
- Stuck with a question? Leave it. Work on the next one and then come back to it.
- Remember, it's not a race. You've been allocated a set amount of time – use it and make sure you have done as much as you can.
- Keep a good attitude and use positive language with yourself; your nerves will pass and you're not alone.

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

- Provided you are not more than 1 hour late, for an exam that lasts 1 hour or more, it may be possible for you to still sit the exam. You should get to school as quickly as possible and report to reception. 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.
- It may not be possible to allow you extra time if you start the exam late. You should also be aware that for exams lasting less than 1 hour, if you start an exam 30 minutes after the published starting time, the school must inform the exam board and it is possible that they may not accept your work.



Timetable clashes

- It will be indicated on the timetable if there is a clash of exams, with details of which exam to sit first and the start time of the following exam.
- Arrangements will be made for you to take the subjects one after the other, or later in the same day. If you need to be supervised over lunchtime, you will need to bring a packed lunch and a drink with you as you will not be allowed to use the catering facilities. If this happens to you, you will be supervised by an invigilator at all times in-between your exams.
- If you notice a clash on your final timetable which has not been resolved, you must tell the Exams Office immediately.
- During clash supervision, you will not be allowed to communicate with anyone else outside the supervision room and you will not be allowed to use your mobile phone or any other communication device. Whilst being supervised, you are allowed to revise for your next exam.





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

If you are feeling unwell we suggest you come to the exam 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 an exam, it is vital you phone the school first thing in the morning and ask to speak to the Exams Office.

School Office Tel: 01293 880350

If you do not attend an exam without a valid reason, it is possible that you will be charged for that exam.

If in doubt—phone the school

RESULTS DAY & CERTIFICATES



A Level Results will be released
Thursday 15th August 2024

GCSE Results will be released
Thursday 22nd August 2024

Students will be invited into school on the above days to collect their results. Further information will be sent out nearer the time regarding the arrangements for Results Day.

Certificates

Certificates are issued by the Examination boards once the results have been released and the deadline for any re-marks have passed.

Information regarding the collection of certificates will be given nearer the time.



GOOD  LUCK



ORIENTAL
HIGH
SCHOOL

EMPOWERED TO ACHIEVE **INSPIRED TO EXCEL**