

Pre Public Examination Guide



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Exam Procedures and Regulations

- Please read the JCQ Information for Candidates Notices posted on the Exams Noticeboard outside Alexander Hall.
- Check the timetable you have received.
- Make a note of when your examination takes place - the venue and times. It is your responsibility to ensure you attend at the right time.
- The School Rules continue to apply to you throughout the examination period.
- Morning exams begin at 9.10am and it is essential that you arrive at school in plenty of time and proceed to the sports hall. Attendance will be carried out in the Exam Hall.
- The afternoon exams begin at 1.30pm. Early lunch at 12:45pm.

Illness

- If you are unwell on the day of an exam it is essential that your parent / guardian contacts our office staff, the office will be open from 08:15am.
- If you become unwell during the examination, you should immediately inform an invigilator.

Lateness

- If there is a genuine reason why you are going to be late for an examination you must telephone the school immediately.
- If you arrive late, for whatever reason, you will be asked to wait in Reception until a convenient time to allow you into the exam room without causing disruption to other students.
- Remember that arriving late causes considerable distraction to other students and you may not be allowed in.

Before, During and After the Examination

Morning exams begin at 9.10am and afternoon exams begin at 1.30pm.

- Arrive at the exam room at least 10min before the exam start time. The sports hall will be open before exams for students to wait before being called upon.
- The following must not be taken into the assembly hall : (a) notes; (b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch. Mobile phones and watches etc should be switched off and left on a trolley in the school office.
- Please make sure you go to the toilet before the exam starts.
- Silence must be observed from the moment you enter the exam room and maintained until you have left the room.
- Do not become involved in any unfair or dishonest practice during the exam.
- Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
- You will not be allowed to leave the room until the examination has finished and all the papers have been collected.
- In some circumstances you may be required to stay in the room until another examination has finished.

Dress and Uniform Requirements

- Full school uniform is a requirement for all exams (see uniform policy)

Exam Seating

- Your candidate number will be on your desk. You should not sit at any other desk.
- A seating plan will be displayed on the exams noticeboard outside the Exam Hall and in the Sports Hall.

Instructions during the exam

- Always listen to the invigilator and follow their instructions.
- Tell the invigilator at once if: (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; (b) the question paper is incomplete or badly printed.
- Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- Do not start writing until the invigilator tells you to fill in all the details required on the front of the question paper and/ or the answer booklet before you start the exam.
- Remember to write your answers within the designated sections of the answer booklet.
- Do your rough work on the proper exam stationery. Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

Equipment

- It is your responsibility to ensure you have the correct equipment for each examination. If you are unsure, please ask your subject teacher.
- You cannot borrow any equipment from another student during the examination.
- The school is not required and may not be able to supply you with spare equipment.
- Basic equipment such as pens, pencils and protractors can be purchased prior to exams from the office.
- In all exams you will need a pen. This must be black (not blue, green or red) - it is a good idea to have a spare pen. You may also need pencils, ruler, rubber, calculator and other mathematical equipment.
- Pencil cases must be see-through.
- Calculators are permitted in some exams. Please check with your subject teacher. Calculators must not be programmable and must be removed from cases or lids before entering the exam room. Make sure the calculator is in good working order - you cannot borrow from another student during the exam.
- Dictionaries are not allowed unless otherwise instructed.
- Mascots are not allowed.
- Correcting pens, fluid or tape are not allowed.
- Highlighter pens cannot be used in your answers – although you may use them to highlight questions, words or phrases within the question paper or question/answer book or to highlight extracts in any resource material provided.
- Mobile phones, MP3 players/iPods/Pagers/ a watch or any other products with text/digital facilities (including Smart watches) are not allowed – possession of unauthorised items is an infringement of the regulations and could result in disqualification from the current examination. Mobile phones and smart watches/ or watches must not be in your possession whether switched on or not.
- Clear bottles of water are allowed but regulations state that the label must be removed.
- The school ensures phones or valuables are kept safely in the office during an examination.

During Pre Public Exam Season

Lessons

- Year 11 will have their examinations in their normal timetabled classes.
- When not sitting an exam, Year 12 students will attend all lessons as normal.
- 6th Form students may study from home if they don't have an exam.

Behaviour

- As always we will have extremely high behavioural expectations of our students.
- Students who show persistent poor behaviour may be isolated.
- We reserve the right to instruct students not to attend school if they show consistent poor behaviour throughout this important period. It is vital that all students show correct attitudes to their learning and do not detract from other students' learning.
- Any student causing disruption or being uncooperative with school staff will be asked to leave the school site.

On your exam day

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

Before sitting your exams, ensure you know:

- ☐ the date, time and location of each 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 to respond.
- ☐ 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.
- ☐ 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.
- ☐ Remember to stay silent – talking to a fellow candidate could result in disqualification from all your exams.

Contingency sessions:

- ☐ There are contingency sessions within the Summer 2025 exam timetable – the afternoon of 11 June 2025 and the morning and afternoon of 25 June 2025. 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.



You can also find useful information about preparing for exams at www.jcq.org.uk/exams-office/information-for-candidates-documents

EFFECTIVE FROM 1 SEPTEMBER 2024

Revision techniques to help you remember more!

With exams fast approaching, these useful techniques are a great way to give a final boost to your revision sessions.



Retrieval Practice

Practice bringing information from memory for better results.

Retrieval practice is the act of recalling information without having it in front of you.

How it works

In recent years, cognitive psychologists have been comparing retrieval practice with other methods of studying. What they have found is that nothing cements long-term learning as powerfully as retrieval practice.

Write it down

Try writing down everything you know about a topic. Then go back and check to see what you have missed.

Partner Up

Get together with a friend and write down everything you can remember about a topic. Compare notes and see what's missing.

Flash Cards

Make some flash cards and then try recalling the information on them.



Dual Coding

The science behind why students get better results with the help of GCSEPod.

Dual coding is the theory that for successful retrieval of knowledge you need to combine both words and visuals for better revision.

How it works

Simplifying complex ideas by linking words and visuals improves encoding. This will help you remember more and, most importantly, you will then be able to recall the information better in the actual exam.

Compare words to visuals

Look at visuals and compare them to the words in your notes.

Explain in your own words

Look at an image, diagram, graph or timeline and explain in your own words what information is trying to be conveyed.

Turn your notes into visuals

Take the information you are trying to learn and draw visuals to represent it. This will make it easier to recall when you are reviewing revision notes.



Interleaving

Inteave your revision to help you remember more.

Interleaving is the theory that revising more than one topic in each revision session will help you make better links between them.

How it works

Interleaving strengthens memory association. The brain is continuously engaged by retrieving different responses and bringing them into short-term memory. Repeating that process can reinforce connections between different tasks and correct responses, which enhances learning.

Switch

Switch between topics during each session.

Review in different orders

When reviewing make sure you do in a different order than you learnt them.

Make links to remember more

Try to make links between ideas and review your revision notes.



Spaced Practice

Revise, rest, repeat...space out your revision for better results.

Spaced practice is the theory that short, sharp bursts of learning are more effective than cramming just before the exam.

How it works

Combine spaced revision with retrieval practice for best results.

Self-test during a number of revision sessions until you can accurately recall the target information from memory.

Mind Mapping - After class

Write down everything you know about a topic straight after class or after watching one of our Pods.

Review your Maps - A few hours later

Cover your mind map and see how much you can remember. Highlight any info you couldn't remember and revise it again.

Memory Cards - Next revision session

Create memory cards with answers on the back and test your knowledge. Repeat every few sessions.



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WHY ARE **PPEs** GOOD FOR YOU?

Taking your **P.P** exams is rather like having a healthy diet or making the effort to exercise – you'll feel a lot better afterwards if you take it seriously! Here's why



EXERCISES YOUR BRAIN
TO BUILD EXAM STAMINA



HELPS
IDENTIFY TOPICS
YOU NEED TO REVISE



TESTS YOUR
REVISION STRATEGIES

PRE-PUBLIC EXAMS

THE IMPORTANCE OF



HELPS YOU GET USED
TO EXAM PRESSURE



ALLOWS YOU TO PRACTICE
EXAM TECHNIQUES



GIVES YOU EXPERIENCE
OF EXAM SETTING



IT'S THE PERFECT OPPORTUNITY
TO ASK FOR HELP