

So What about the Exams Themselves?

In an exam it is always important to read the question carefully and to answer it as well as you can. This is not rocket science - but you will be surprised how many candidates lose out on precious marks because they have not answered the question!!!!



Tips for success

- Read the question twice
- Underline the **command word** for each question.
- Look at the number of marks on offer and write accordingly
- If the examiner has asked for an **example** that you have studied - then make sure you do!
- Longer answers are often marked in **LEVELS** - basic, clear and detailed. Remember this when you are writing.
- Never leave any gaps - even if you have to try an educated guess!
- If you have time read through and **double-check** your answers in the final few minutes, try and add more detail.

COMMAND WORDS AND MEANINGS

Analyse	Look very closely at the detail
Comment on	Give your opinions or point of view, with reasons
Compare	Say how things are the same and how things are different
Contrast	Say how things are different
Describe	Write about in detail
Discuss	Give the main reasons for and against, come to a conclusion
Estimate	Give a rough idea, with evidence
Explain	Give reasons for
Illustrate	Give examples that make the point clear - it can include diagrams, figures and drawings
Interpret	Explain the meaning in your own words
Justify	Give reasons to support an argument or action
Outline	Give only the most important details
State	Write briefly the main point
Summarise	Bring together the main points

TOP 20 TIPS FOR SUCCESS IN EXAMINATIONS



Read these before each examination...

1. Always read the instructions carefully
2. As you read through the examination paper, circle the questions you want to answer or have to answer. Don't be afraid to write on the examination paper.
3. Do the question you feel most confident about first.
4. Arrive in good time for the start of the examination.
5. Make sure you try to answer all the questions you need to.
6. Make sure you read through the whole paper before you start to write.
7. Check how many marks are given for each question. This gives important information about how much detail is required.
8. It is useful to plan a question before you begin to write. You may even get extra marks for this as it shows your thinking.
9. Underline key words in a question. This can help you organise your answer.
10. Read through your answer afterwards and check you have answered all parts of the question.
11. Make sure you are dressed comfortably so that you are warm/cool enough in the examination room.
12. Stay calm, don't panic. Counting to ten or breathing deeply may help if your mind goes blank.
13. Go to bed early the night before the examination.
14. Leave some time at the end of the examination to check through your work. At least ten minutes is useful.
15. Before you start writing, work out how much time you have for each question. Don't spend too long on one question.
16. Read the question carefully and answer it directly. Repeating yourself is a waste of time and you will not get extra marks.
17. Think and organise your time positively. Do not leave things to the last minute.
18. If it helps you work better, remember to take a bottle of water and/or some sweets. But don't let these become a distraction.
19. Get your bag ready with all the equipment you might need the night before. Always have a spare pen. Check whether you need any resources such as calculators, anthologies or dictionaries.
20. If you are running out of time, show what you would have written in note form, e.g. as a list, bullet points or a mind map. Showing your thinking can get you marks!



GCSE RULES AND REGULATIONS CHECKLIST

Before the Exam

- These are NATIONAL exams: Morning exams start at 9.00 am. Afternoon exams start at 1.30 pm, unless otherwise stated. Check your timetable for times, venues and seating. Get there at least fifteen minutes early. Be prompt. Late comers may not be admitted.
- Uniform to be worn at all times.
- Timetable and seating plans will be displayed outside the Sports Hall on the wall. Know your candidate number.
- Assemble outside and wait quietly for instructions to enter the venue. Bring only what you need for each exam.

During the Exam

- Equipment: Pens (**BLACK BIROS OR GEL PENS ONLY**) and pencils, plus any other equipment according to the exam (check with tutors about calculators) must be kept in a transparent case or bag. No calculator watches, calculators with memory storage or **mobile phones, or any other electronic gadgets**, are allowed in the venue. Those caught with a mobile phone/electronic gadget whether on/off will be disqualified.
- No food allowed in the venue, although a bottle of water is advised - this must be in a clear plastic bottle. No bottles with labels will be allowed.
- **Silence must be maintained at all times.** A clearly raised hand will attract the attention of an invigilator. Contact in any way, with any other candidates is strictly forbidden.
- Seating is in columns and rows, marked by letters and numbers on the walls.
- Please note: School bells are still in operation.

After the Exams

- **Sit in silence until you are asked to leave.** Some students will leave before other candidates have finished, so silence is to be maintained until well clear of the Sports Hall.
- Any exams missed due to illness must be confirmed by a signed Doctors certificate and posted to Mrs Tucker as soon as is possible. Parents must contact Mrs Tucker at the earliest opportunity. Any student who does not attend a scheduled exam will be immediately contacted by telephone. Failure to attend without good reason could result in being charged for the examination.
- **REMEMBER:** All of these rules exist for your benefit and the smooth running of the examinations. The disruption of a GCSE examination could result in prosecution.