

Preparing for your exams

Examinations are a significant milestone in your academic journey. They have to be run under strict conditions to be fair to all students. This means strict rules are in place and it's important you understand and follow these. Exams are also important to your future opportunities. It's perfectly normal to become anxious about them. But it's also possible to reduce this stress by planning ahead. Reading this document will help. Good Luck!

Exam Regulations

All examinations are governed by the **Joint Council for Qualifications (JCQ)** regulations. Failure to comply with these rules may result in serious consequences, including disqualification (no grading). Please read this information carefully and speak to your **Head of House** or the **Exams Team** if you have any questions.

Managing Stress and Wellbeing – 5 Key Tips

1. **Plan your revision so you feel prepared:** look through the ideas for revision techniques below
2. **Prioritise sleep and nutrition:** Avoid excessive caffeine and late-night device use.
3. **Relax before bed:** Calming music can improve sleep quality.
4. **Stay organised:** Know your exam schedule and locations in advance.

Exam Timetables

- Check your **individual candidate timetable** carefully for errors (name, date of birth, exam subject entries). Report anything missing or errors immediately to your **Head of House**.
- Confirm exam dates and times (morning or afternoon) and note any changes due to clashes. This is when you may have 2 exams at the same time.
- Take a photo of your timetable and keep it safe. Replacements are available from the Exams Team and on your Bromcom profile on the student e portal.

You are responsible for checking your exam timetable before the exams begin. Especially if you have support with exam access.

Exam Times

- Morning exams: **9:00am** (arrive by 8:45am) - Do Not Be Late
- Afternoon exams: **1:00pm** (arrive by 12:45pm)-Do Not Be Late
- You must wear your **student ID badge** to enter the exam room. This checks you are the person registered. Once seated, place it under your desk or in your bag and in the sports hall cupboard.
- You cannot wear outdoor coats or hats in the exam room so, during cold weather or for modesty, wear a long sleeved top.

Lateness – It is the discretion of the Head of Centre to allow entry into the exam room if students are late. It is not automatic. Be on Time! You could miss out.

If you arrive late:

- Report to **The Eye** immediately. Do **not** go directly to the exam room.
- A Head of House will escort you, and the Exams Team will be notified.
- Please notify the Academy if you are late, this will help.

Absence

You must attend all scheduled exams. Misreading the timetable is not an acceptable reason for absence.

If you are really ill:

- Call the Academy and follow the normal absence procedure on the day of the exam.
- Provide medical evidence. Special Consideration may be applied if procedures are followed. Otherwise, we expect students to be resilient and come to the exam.

Conduct During Exams

- Do not open your paper or write until instructed.
- Only bring materials listed on the question paper.
- **Prohibited items:** Notes, books, mobile phones, smart devices, watches, AirPods, earbuds, etc. Hand these in before the exam.
- Write all rough work in your answer booklet and cross through any work you do not want marked with a single line.
- Use **black pen only**. Do not use highlighters, gel pens, correction fluid, or erasable pens.
- Remain silent and do not communicate either verbally or non verbally with other candidates.
- You must stay for the full duration of the exam.
- Use your **full legal name** on all papers.

Cheating

Cheating includes:

- Possession of unauthorised items (phones, smart devices, notes).
- Writing on hands or equipment.
- Communicating or copying from others. Any breach will be reported to the Exam Board.

Equipment

Bring all equipment in a **clear plastic bag**:

- 2 black pens
- 2 HB pencils
- Ruler (mm markings)
- Sharpener
- Eraser
- Additional items for some exams:
 - Compass
 - Protractor
 - Calculator (must meet JCQ requirements)

Calculator Rules

- Bring your own calculator; mobile phones cannot be used.
- Clear all stored data before the exam.
- Must be battery or solar powered and suitable for desk use.
- Scientific calculators must be in exam mode.
- Covers and lids must be placed on the floor, face down.

Food & Drink

- Water in a **clear plastic bottle with the label removed** is permitted.
- No fizzy drinks, squash, sweets, or food.
- You cannot leave the room to refill bottles.

End of Exam

- Remain seated until dismissed by the invigilator.
- Do not remove any papers or stationery.
- Respect others who may still be working.

Special Considerations

Special consideration may only be requested if a significant issue has affected your performance on the day of an exam. Examples of valid reasons include:

- Bereavement
- Injury
- Illness

If you believe you have grounds for special consideration, you must contact the Exams Officer or your Head of House **as soon as possible and within two days of the exam.**

Timetable Clashes

You will have been notified in advance if you have any exam clashes. In such cases:

- Exams will normally be scheduled one after the other.
- If the combined duration exceeds three hours, one exam may be moved to the other session on the same day.
- In rare cases where you have more than six hours of exams in one day, an exam may be rescheduled for the following morning with overnight supervision. The Exams Officer will inform your parent/carer in writing.

If you notice an unresolved clash on your timetable, **inform the Exams Officer or your Head of House immediately.** You will be advised in advance if any clash requires alternative arrangements.

Clash Supervision

During supervision:

- You must not communicate with anyone who is not also under supervision.
- Mobile phones and communication devices are strictly prohibited.
- If supervision occurs over lunchtime, bring a packed lunch and drink, as you will not have access to catering facilities or shops.

While supervised, you may revise for your next exam or talk quietly.

Results Day

If you cannot attend results day and wish someone to collect your results on your behalf, email your Head of House or the Exams team **as soon as possible.**

SO... HOW DO YOU REVISE??

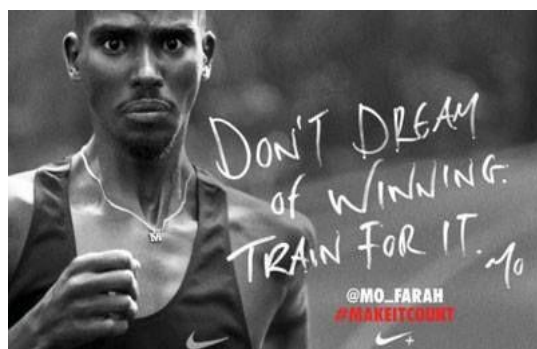
Important:

You must read all information provided by the Exam Boards on the displayed posters. Failure to follow these rules could put your exam results at risk.

Common Techniques	Type
Reading through class notes	C
Using teacher's resources on One Drive/ Teams	C
Using Course textbooks/ Revision Guides	C
Making Mind maps	C
Making/ Remaking class notes	C
Highlighting/ colour coding class notes	C
Creating Flash Cards	C
Using a revision wall to display topic notes/posters	C
Writing exam answers under times conditions	S
Reading model answers	S
Using Past papers and planning answers	S
Marking & improving your own work using the Mark scheme	F
Studying Mark schemes and Examiners Reports	F
Working with other students to teach and compare understanding	F
Comparing model answers to try to spot how to improve your own work	F
Creating your own exam questions	F
Handing in extra work for marking	F
One -to -one discussions with teachers/ tutors	F
?	
?	

Those with C in the 2nd column are '**CONTENT**' techniques. Those with S are '**SKILLS**' techniques and those with F are '**FEEDBACK**' techniques. **Experience shows that students combining a range of activities will usually get the better grade.**

Treat the mocks as your laboratory – testing out different techniques to find out which work best and which you will use in the final exams. Use the Revision Timetable at the back and plan the next few weeks of revision and **make sure you allocate time to do a balance of Content, Skills and Feedback activities**, spacing revision of different subjects so you are able to go over topics more than once before each exam.



Get ACTIVE...!

Don't just read through or copy out your notes. Try different ways of actively engaging:

1. Get active by **Blurting** https://www.youtube.com/watch?v=Rb_dgJXckAA . This is a quick way of identifying the gaps for you to prioritise
2. Create **Flashcards**: They engage in 'Active recall' – this creates stronger connections for your memory to recall information. They help you memorise facts quickly. Use different coloured cards or pens for each subject or topic. This can help your brain to make links between categories of information BUT....Ensure that the flashcards have a question or key term on one side and the answer or definition on the other: the flashcard must work the memory. Taking one topic at a time, identify a fact that you do not know, write the question about it on one side of the flashcard and the answer on the other side. Do this for 20 topics then look up The Leitner method <https://www.youtube.com/watch?v=C20EvKtdJwQ> and use it to learn these facts
3. Create **Mindmaps**: again this can be an active approach. Creating eye-catching, bright maps that show whole topics and identify the links between ideas within the topic can help you learn, and also gives you a useful resources to revise from. You can also use this as a technique for testing yourself: try creating one quickly and compare it to your notes on the topic . Check out this introduction to mindmapping: <https://www.youtube.com/watch?v=wLWV0XN7K1g>
4. Take a page of your notes/textbook and put them into **Cornell notes** <https://www.youtube.com/watch?v=ErSjc1PEGKE>
5. Read a page of your textbook and transform the information into **5 key words** - why have you chosen those words?
6. Reduce a topic into **6-10 shorter points** - draw lines of connection between items that link together and annotate what each link is.
7. Turn your notes into **pictures/symbols** and talk through what the pictures represent.
8. **Rank** a set of ideas from the easiest to learn to the most difficult.
9. Take a difficult idea and transform it into a **diagram/flow chart/images/audio recording**.
10. Mind Movie task: ask a friend to read out a passage that you are working from, draw images as they read. Now, using your pictures, turn your pictures back into text, or explain back to them what they have read.
11. Read through your notes on a topic and **chunk** the learning into 20 'bites' and rank them in order of confidence/importance, then explain your ranking.
12. Using a search engine, find 5 images related to a topic area of your choice and write 5 key words for each image.
13. Take a Topic and **try 'Thinking Hard'** by creating a summary on a side of A4 with the following headings:

Try these...

What is the Chunking Technique?

Chunking is the process of taking individual pieces of information (chunks) and grouping them into larger units to help you remember them. How to chunk...

- Identify topics or sections of work with similarities/patterns,
- Organise the information into chunks.
- Group information into **manageable** units and create a summary to memorise the links with a mindmap or a 'Review sheet' - a single side of A4 where you condense all the key information relevant to that topic
- Information becomes easier to regularly review, retain and recall.
- Improves our creativity: add colour, doodles & relevant images

The chunking process

Use **HEADINGS** and **TITLES** for different sections

Use **TABLES** to summarise **LARGE AMOUNTS** of **DATA**

Use **BULLET POINTS** to summarise and **CLARIFY IMPORTANT POINTS.**

Combine quick **ILLUSTRATIONS** with **TEXT** to create **VISUAL LINKS.**

The 'Interleaving' technique

Check out this video introduction: <https://www.youtube.com/watch?v=WbDpYMp8F6o>

Each time you revise information it **strengthens** your memory **recall**. So By **coming back and revisiting material** from each topic several times, in short bursts, you can increase the amount you remember in the exams. This is because the time in between allows you to forget and re-learn the information, which cements it in your long-term memory. How to interleave...

- Decide on the key topics you need to learn for each subject.
- Break units down into small chunks and split these over a few days rather than revising one whole topic all at once.
- Create a revision timetable to space your learning and come back to go over each topic several times.

The Pomodoro Technique

There's a saying:

"A journey of a thousand miles starts with a single step"

While it's sometimes difficult to get started on your revision when you know you have a lot to do, you can start with just 30 minutes.

Try the '**Pomodoro**' **Technique**: 30-40 min chunks of activity to take in information. Eg write flash cards or mind maps for topics. Take a look at the 'Pomodoro' Technique: is this a good place to start?

<https://www.youtube.com/watch?v=mNBmG24djoY>



CLF Post 16 You-tube channel

Take a look at the [CLF Post 16 You-Tube](https://www.youtube.com/channel/UC1qXnj3M) channel for further hints and tips on revising

<https://youtube.com/playlist?list=PLQIPG-jO8VqF0LDJdYWI8wBYTbhG0SIN6&si=VxlWhvb1qXnj3M>

Procrastination is the Thief of Time:

Just not motivated?

- Plan your rewards: snacks, exercise breaks; getting together with friends – but only AFTER you've completed your goals

Get easily distracted?

- Your phone is probably the worst source of distractions: put it in Airplane mode – or better still- in another room while you're revising

Don't know how to start?

- BLURT. Just pick a topic: maybe the one you fear the most, and write down everything you know about it – then check your notes and add the terms/ concepts in a different colour

I don't have enough time!

- Start a revision timetable now- start with the things you fear the most to help manage the stress and start feeling like you are making progress. The plan may take half an hour but it will show you just how much time you still have to make a difference.

Make effective use of your time: start by planning what you are going to do with each portion of your week using the template below.

