

## Exam Board Regulations/Emergency Procedures

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The school must comply with Examination Board regulations. The **Notice to Candidates** will be posted outside each exam room. Please note the following:

- Preferably, leave mobile phones, MP3/4 players, iPods at home on exam days. If you do bring them in they **MUST** be handed into the Lead Invigilator for safe keeping.
- Coats and bags **MUST** be left at the front of the exam room. Hats should not be worn.
- You should be silent once you are seated, the Invigilator will tell you that you are under exam conditions. The exam room will remain silent until the end of the exam and after all the papers have been collected.
- Do not open the exam paper until told to do so.
- If need to talk to an Invigilator you should raise your hand.
- **You cannot leave the exam room until the end of the exam even if you have finished early, so please don't ask!**
- If the fire alarm sounds, firstly, do not panic. The room will only be evacuated if the alarm sounds for a second time. You should leave the exam room quickly and **silently** if directed to do so by the Lead Invigilator.
- Leave all equipment and papers on the desks. Whilst you are outside the building you cannot communicate to other students. When you return to the exam room the exam will be restarted and additional time will be given to make up for the lost time.

## Results!

### GCSE results day for 2015 is Thursday 20<sup>th</sup> August

Results will be available to collect from the Lecture Theatre from 10 am to 1 pm that day.

## Contacts

Please do not hesitate to contact the school for any further advice or information.

Mr P Newton  
Deputy Head Student Services

Mrs S West-Thomas  
Student Assessment Manager



# King Richard School

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GCSEs:  
Planning for Success

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## External Examinations Summer 2015

### Guidance and Information for Students and Parents



**Please check your individual timetable thoroughly and ensure all the exams that you expect to sit are listed. In the event of any queries please see Mrs West-Thomas immediately.**

## Preparing for Exams

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Remember that you understand this work already.

Enter the information into your brain, make it shorter, using keywords, mind maps and mp3 recording.

Visualise as much as possible, try to see your revision notes.

Include time to re-read your revision notes every day.

Easy does it— relaxed concentration is the key to successful revision.

Work in short bursts: 30—45 minutes then have a short break. Work in an area with no distractions.

- Each time you **REVIEW** you strengthen your knowledge.
- Revise with a friend, talking about work helps.
- Drink lots of water, it's good for the brain!

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The school website can provide useful information:

[www.kingrichardschool.net](http://www.kingrichardschool.net)

For **English** revision put universalteacher into Google and follow the link to the Andrew Moores site. This site is useful for poetry revision.

For **Mathematics** revision visit:

[www.mymaths.co.uk](http://www.mymaths.co.uk)

You will need the following plus an individual login from your teacher:

User Name: Richard  
Password: thousand

Another good all round revision site is:

[www.bbc.co.uk/bitesize](http://www.bbc.co.uk/bitesize)

## On the Day

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### Food and Drink



Please ensure you have a good breakfast or lunch and drink prior to coming to school for an exam. Cars need fuel to perform well, so do you!

### Arrive on Time

You should arrive at least 15 minutes before the published start time. Students can wait in the Dining Hall prior to the start of any exam. Usual start times are as follows but some exams may vary:

**Morning — 8.30am**  
**Afternoon — 1.20pm**



**If you are late it will disturb others in the exam room. Exam times are set by the Examination Boards you will not be able to sit the exam at another time.**

### What should I bring?

You will need to provide **BLACK** ink pens. All other equipment is provided by the school, please respect it.

### What if I am ill on the Day?

If you are sure you cannot attend please contact the school immediately. A Doctor's certificate will be necessary, not only to avoid being charged for the exam, but also for the school to apply for special consideration.

**\*\*\*IMPORTANT\*\*\***

**GET PLENTY OF SLEEP BEFORE ANY EXAM**



## In the Exam Room

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### Can I drink and eat during the exam?

Clear bottles with no labels are permitted. Food is not to be brought into the exam room.



### When Seated

Once you are seated the rules and regulations laid down by the Exam Boards will be in operation (see next page).

### Start of the Exam

- The Lead Invigilator will read all the instructions for the exam. You must write your name, candidate number etc on ALL papers.
- The start and end time will be written on the board.
- Divide up your time according to the number of marks available for each question or section.
- For some exams, i.e. English, allow yourself a few minutes to plan which questions you will answer.
- Look for keywords and main ideas.
- Try to think about **what** the examiners are testing you about in each question.
- In other exams, i.e. Maths, start with the easiest questions to enable you to spend more time on the other questions.

**Finally, and most importantly we wish you**

**GOOD LUCK**