

Exam Board Regulations/Emergency Procedures

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, iWatches and iPods at home on exam days. If you do bring them in they **MUST** be handed into the Lead Invigilator for safe keeping. Non smart watches must be placed on the exam desk.
- 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 2018 is
Thursday 23rd August**

Results will be available to collect from the Atrium from 10 am to 11.30 am that day.

Contacts

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

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Preparing for Exams

Remember that you understand this work already.

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

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!

The school website can provide useful information:

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.

In addition search YouTube for videos by **Mr Bruff**

For **Mathematics** revision visit:

<https://hegartymaths.com/login/learner>

For **Science** revision visit:

<https://senecalearning.com/>

These and other revision links are listed in the examinations letter accompanying this leaflet.

On the Day

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. Usual start times are as follows but some exams may vary:

Morning — 9.00 am

Afternoon — 1.45 pm (2 pm Wednesday & Friday)



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

