



Frequently Asked Questions, Revision Guide for Students and Support Tips for Parents

We understand that exams can be a very worrying and stressful time for students & parents and hope that you find the information below helpful. We remind students to access the support within the academy if they are worried or have any concerns, please talk to form tutors, subject teachers or the pastoral team if you have any concerns.



Q. What do we do if there's a clash on my son/daughters timetable?

- The academy will re-schedule papers internally (on the same day if possible) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. The correct times will be on your son/daughters individual candidate timetable. It may be necessary for them to bring a packed lunch if they have exams in the morning and afternoon as they will have to remain in isolation until both examinations are completed. If in doubt consult the Examinations Officer.

Q. What does my son/daughter do if they think they have the wrong paper?

- Invigilators will ask them to check before the exam starts. If they think something is wrong, they need to put their hand up and tell the invigilator immediately.

Q. What do we do if my son/daughter has an accident or is ill before the exam?

- Inform academy at the earliest opportunity so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible.
- You will need to obtain medical evidence (from your GP or hospital) if you wish the academy to make an appeal for Special Consideration on your behalf (see below).

Q. What is an Appeal for Special Consideration?

- Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but their performance in the examination or in the production of coursework was affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examination Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

Q. What does my son/daughter do if they feel ill during the exam?

- They must put their hand up and an invigilator will assist them. They must inform an invigilator if they feel ill before or during an exam and they feel this may have affected their performance.

Q. If my son/daughter is late; can they still sit the examination?

- A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination. This is entirely at the discretion of the centre.
- A candidate who arrives after the start of the examination will be allowed the full time for the examination, depending on the centre's organisational arrangements and provided that adequate supervision arrangements are in place.
- A candidate will be considered very late if they arrive: a) more than one hour after the awarding body's published starting time for an examination which lasts one hour or more, i.e. after 10.00am for a morning examination or after 2.30pm for an afternoon examination.
- For examinations that last less than one hour, a candidate will be considered very late if they arrive: a) after the awarding body's published finishing time for the examination.
- Where a candidate arrives very late for an examination we will
 - a) Send the script to the awarding body/examiner in the normal way;
 - b) Submit Form JCQ/VLA-Report on candidate admitted very late to examination room within seven days of the examination having taken place, providing the following information:
 - The reason the candidate arrived late, including any details of special arrangements made for the candidate to reach the centre;
 - The actual starting and finishing times of the examination
 - The time the candidate started the examination;
 - The time the candidate finished the examination.

a) Warn the candidate that the awarding body may not accept their script.

Note: If a candidate arrives in the afternoon for a paper that had been re-arranged for a morning session, the candidate may be allowed to take the paper at the published time as long as he or she has not had any contact with candidates who sat the paper earlier. The awarding body will then decide whether or not to accept the script.

If a candidate is late they should advise the Exams Office as soon as they are aware of a problem occurring and report straight to the Exams Office as soon as they arrive at the Academy.

Q. If my son/daughter misses the examination can they take it on another day?

- No. Timetables are regulated by the exam boards and they must attend on the given date and time. You will be charged entry fees if an exam is missed without a good reason or not informing the academy.

Q. What items are not allowed into the examination room?

- Only material that is listed on question papers (e.g. an anthology) is permitted in the examination room and candidates who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a candidate would normally be disqualified from the paper or the subject concerned.
- Bags and coats and any other items not permitted under examination regulations must be left in the designated area.
- The Academy do not accept responsibility for an items left in the designated area so they are advised not to bring any valuables into Academy with them when they attend for an examination.
- No food is allowed in the exam room. Candidates may bring water in a clear bottle without a label.
- Mobile telephones, MP3, ipads, watches or other internet-enabled devices must not be brought into the exam room even if they are turned off.

Q. How do we know how long the exam is?

- The length of the examination is shown in minutes on the candidate's individual timetable under the heading 'duration'. Invigilators will tell the candidates when to start and finish the exam. The invigilators will write the finish time of the exam on a flip chart or board at the front of the exam room.
- The Academy may arrange for some candidates with special educational needs to have extra time to complete the examination. This will be detailed on their individual exam timetable.
- There will be a clock in all examination rooms.

Q. Can my son/daughter leave the exam early?

- It is a requirement of the exam boards that all candidates must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). It is not the academy's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.

Q. Can my son/daughter go to the toilet during the exam?

- If it is absolutely necessary. They will be escorted by an invigilator.

Q. Why do candidates need to check the details on Timetable?

- The details on your timetable will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause your son/daughter problems if they are asked to show their certificates to a potential employer or college/university at some time in the future. You must also check that the subjects and tiers of entry they are entered for are correct and that no subjects are missing.

Q. What should we do if my son/daughter loses their exam timetable?

- General timetables will appear on EduLink and outside the Exams Office.
- Candidates must request duplicate copies of individual timetables from their form tutors.

Revision Tips for Students

Start now! (if you haven't already)

Know where your exams are and when they start, how long they are.

Create a revision timetable of short blocks per subject. Plan in breaks and treats breaks. Regular revision over time is far more effective than intensive cramming the week before.

Keep to this timetable! Then when your parent finds you 'not working', provided you are following your agreed timetable, no-one is going to hassle you. Organize yourself well and it will help you to fulfill your potential.

Find a quiet space

Be uninterrupted, turn off your phone, TV, I pod etc. Tell family and friends that you are revising and have drinks and snacks available so you don't keep stopping.

Fresh air

Get some fresh air, 5-10 minute breaks every hour to stretch or take a short walk.

Use colours

Draw colorful mind maps for your walls, they are easier to memorise. Use coloured Post-Its and stick them around the house. Highlight key words/sentences in texts.

Do Past Papers

Ask the teacher or research on Google. Get used to the layout, style and times.

Make Revision Notes

The best way to memorise information is to make notes over and over again. – tedious but it really works

Keep bullet points on crib cards highlighting main subject themes. Use these for quick revision and for reading during 'dead' times – for example, when you're waiting for a bus. Use mnemonics - using initials of a word helps your memory.

Some people revise well by listening, so you could try recording your revision and then listen to recordings while lying in bed, while travelling in a car, or walking to the shops. This also takes the guilt out of being out and about rather than in front of your books!

Reward Yourself

Whether it is an edible treat, a trip out, time with friends – plan your timetable and earn it. Don't turn into a revision zombie!

Use Family and Friends

Ask people around you to help minimize distractions. They can test you or give you feedback from your Revision Notes. - it may help make them feel useful to you!

Think Positive

Take the pressure off yourself, plenty of people do well in life without getting 100% in every exam. Revise well, go in prepared and relaxing knowing you can do it.

Getting Ready For Your Exam

Prepare items needed for the exam the evening before. Make sure you have the correct equipment needed for your exam (calculators, rulers, etc.). Be aware of the items you are not allowed to take in (mobiles, watches, notes, etc.).

Your exam invigilator will remind you of items that aren't allowed before the exam starts. Raise your hand before the exam starts if you are missing or have items that are not permitted. Taking unauthorised equipment into the exam will be considered as malpractice.

Ensure you eat and sleep properly. Now is not the time to diet or stay up all night. Have an early night before each exam.

Look after yourself during the exam period (a good routine and healthy eating!). Consider talking to your employer if you have a part time weekend/evening job to see if you can reduce your hours.

On the morning of the exam, have a good breakfast, keep hydrated, stay calm and allow plenty of time to get to the exam. Remember that you can only do your best.

If you have an unexpected issue that is delaying you contact the exams office straight away.

Tips for Parents

Here are the top tips from one group of concerned parents to the next:

A dedicated quiet space with good natural light or lighting is best for studying, with no distractions. If you have other children who are not studying for exams, make sure that they know the importance of revision time.

Ensure that your son or daughter has one evening a week away from their studies. It's also important that they take regular breaks during the study periods.

Be around as a 'feeding station' – feed your child lots of healthy food and proper meals - not too many sugary snacks and junk food.

Offer to help with testing or ask if there is something that you can do for them.

Reassure them you are concerned about their welfare more than the results.

Know your son or daughter's revision timetable. Encourage them to tell you about what they are studying. If you know that they are not at their best first thing in the morning, encourage them to rest then and work when they are more alert.. They should choose their weakest/sleepiest time of day to be sociable and go out, or watch TV at those times.

Know exactly the date, time and location for each exam and incorporate this into the revision plan. Make sure that they have the correct equipment they need for the exam (calculators, rulers etc.). Know what they are not allowed to take in to the exam (mobile phones, watches, internet enabled devices etc.).

If your son or daughter has a medical condition, for example diabetes or hay fever, make sure that the academy knows about it. There are special considerations for some conditions.

If there is a family crisis, for example divorce or bereavement, again ensure that your son or daughter's teacher knows about it, since the additional stress can affect your child's exam performance.

Make sure that your child is using the internet to study and not as a resource to give the appearance of study!

Tell them that they can only try their best and even if they don't do as well as you'd hoped, you still love them just as much.