



BCHS with Crosshill Exam Tips

Prior to Exam Day

- When you receive your individual exam timetables, please make sure you check your details such as your date of birth and the correct spelling of your name and also that you have been entered for the correct exams. This is important as this is the information that is printed on your certificates.
- Check your exam timetable when you get it to make sure you know when your exams are, especially if they are morning or afternoon.
- Please note that your four digit exam number is also known as a candidate number.
- Keep your exam timetable with you during your exams.

One Day Before the Exam

Before each exam, make sure you:

- Get enough rest and sleep.
- An active brain needs a balanced diet - eat sensibly, don't skip meals or make do with snacks.
- Check on the starting time and allow plenty of time to get there.
- Check that you have everything you need. Make yourself a checklist.

10 Minutes Before the Exam

Make sure you:

- Turn off your mobile phone.
- Follow the invigilator's instructions as to where to put it, and any bags.
- Check your pockets to make sure you don't take forbidden items into the exam.

Remember, you can be disqualified if you are found to have any unauthorised material.



During the Exam

When sat in the exam room, keep calm and focused on the task at hand. Remember to read all the instructions before putting pen to paper and make sure you allocate your time carefully in order to answer all the required questions.

In the Exam

Everyone gets nervous in exams. Take a deep breath before you go in and remember these basic guidelines:

- Even though you may be nervous or worried, listen to what the teacher in charge tells you to do. If it is a written exam, read the instructions on the question paper carefully before you start writing.
- If you think that something is wrong, if you feel unwell, or if something is distracting you, put up your hand until an invigilator arrives.
- Make sure you do not communicate with, or look at the work of, any other candidate. You can be disqualified if you break the exam rules in any way.

Tips - Before you start writing:

- Read the instructions on the front of the paper carefully.
- Make sure you know how many questions you should be answering.
- Read the questions slowly, then read them again - it's all too easy to misread when you are nervous.
- Answer the questions on the paper rather than the questions you were expecting.
- Choose the questions you think you can answer best, where there is a choice.
- Compare the marks allocated to each question and use this as a guide to the time you spend on each.
- Allow enough time to answer all the questions and to check back over your work.
- Try not to panic if you are unable to answer a question. Move on to the next question and come back to the difficult one later.
- Take care with your presentation - your answers need to be clear to the examiner.



Exam Checklist



Aim to arrive at school 30 minutes prior to an exam **AT THE LATEST**. It is much better to leave yourself a safety margin on timings in case of problems with the journey.



When taking exams, bags and coats should be left at the back of the room. Because of this, there are some things to be considered - money, keys, valuables etc. We advise that you keep money and keys with you as we cannot be held responsible for any items that go missing. (therefore you need to be wearing something with a pocket).



Phones - **Students must not have mobile phones in their possession** (either on or off). They can be put in the clear bag that's provided and handed in for safe keeping during the exam if necessary. This is very important - if a phone is found, there is a good chance that your whole exam will be cancelled.



You should **NOT** have any notes, pagers, MP3 players, iPods, etc in your possession.

We will provide all the equipment you need for each exam, such as calculators, pens, pencils etc.

SSSSh!

There is absolutely no talking or communication between students once you enter the exam hall. If you have any questions, you should raise your hand once seated and an invigilator will come to you.



You should attend the exams in full school uniform.



No food or sweets of any kind are allowed in the exam room.



Water bottles are allowed in the exam hall if necessary. These should be clear bottles with a spill-proof cap. There should be no label on the bottle.