

EXAMINATIONS

DO'S AND DON'TS



A guide to
preparing for
your exams

IF YOU ARE ABSENT OR LATE, YOU MUST...

- Call the college to let us know on 01925 633591
- If you are late, no matter how late, always enter the examination room quietly and speak to the invigilator. You may be allowed to start late.

WHAT YOU MUST DO FOR EACH EXAMINATION

- Know your exam dates and times
- Check the college website for latest exam regulations
- Read your timetable properly beforehand on REMS Portal or REMS App. Complete a final check the morning of your exam
- Arrive at least 15 minutes before the examination
- Check the notice boards outside the Sports Hall, in the LRC or outside the Exam cupboard P1.25 to obtain your **Room**, **Candidate No.** and **Seat number**
- Check the instructions and read fully the front of your exam paper before you start
- Always ask an invigilator if you are unsure of any instructions
- Stay to the end of the exam until dismissed by the invigilators
- Don't start writing any details on the front of the question paper until instructed to do so by an invigilator

EXAM TIPS

- Have a revision plan
- Have a break and do something you enjoy
- Cover all areas in your plan
- Spend more time on the more challenging topics
- Break topics down in to manageable chunks
- Have a go at some past papers under timed conditions
- Try different revision techniques; testing which work for you
- Do short bursts of focused revision sessions of 30-40 minutes
- Get your rest as you need to be really alert in the exam
- Eat well and regularly
- Always have your College ID. **THIS IS COMPULSORY FOR EVERY EXAM**
- Get prepared the night before with all your exam equipment

WHAT YOU MUST/ CAN BRING TO EACH EXAMINATION

- You must bring your student ID Card, and if you have lost your card, you must get a replacement before the day of the exam. Replacements are available from Student Services at the Priestley Reception. **ID cards must be displayed at all times.**
- 2 pens – black ink only is allowed!
- Pencil/eraser/ruler
- Calculator without a cover/lid

Type:

Maths students – ask your tutor. Other students – non specialist

Check that:

- It is an approved model, the batteries are working and anything stored on it is cleared
- Highlighters (Not to be used in answer papers unless specifically allowed)

WHAT YOU ARE NOT ALLOWED IN AN EXAM ROOM

- Water. You should bring water into all your exams to ensure you are hydrated. **A maximum of one 500ml bottle of water with all labels removed before it is taken into the examination room.**
- **All mobile phones, watches, iPods or MP3/4 players and digital storage devices should be left at the LRC downstairs or preferably leave them at home.**
- Pencil and calculator cases unless they are transparent
- Any drinks other than unlabelled water as stipulated above will be removed
- Tippex and eraser pens
- Unauthorised materials, notes or paper unless stipulated

Check out our new examinations page on our college website for revision and stress busting tips www.priestley.ac.uk/exams/

LOOKING AFTER YOURSELF OVER THE EXAM PERIOD

We are all different and find some events harder to cope with than others, but we can choose ways of dealing with things that can help us feel more positive about the events we are facing.

Best of all with exams, there's a definite end point, remember that this won't be forever!

- Take frequent breaks we can only concentrate properly for 30-45 minutes. When you do take a break make sure you don't stay at your desk
- Eat well. Keep a good blood sugars level to avoid highs and lows of energy, by eating slow-release foods like bread, rice, pasta, fruit and Veg and avoiding energy drinks
- Drink lots of water. People often underestimate how much hydration helps concentration
- Try to get about 8 hours' sleep a night, try to plan a sleep routine that you follow every night so your body will be used to sleep and waking times
- Find activities that help you relax, a hot bath, watching TV or going for a walk. Break up your revision with these activities that you enjoy
- Talk to others and find ways to connect, and keep in touch with supportive friends and family
- Reduce feelings of worry by learning breathing exercises <https://youngminds.org.uk/find-help/looking-after-yourself/take-time-out/>
- Plan in some rewards to celebrate when it's all over!
- Don't compare yourself to others, just do your best
- Think about how far you've come already come and what you have achieved. Once you've done an exam, try to forget about it. There's nothing you can do about it, and worrying won't change your mark

REMEMBER!



HANDS



FACE



SPACE



STUDENT ID CARD



BLACK PENS -
(and appropriate equipment)



NO MOBILES



NO IPODS/WATCHES



NO DIGITAL STORAGE DEVICES



NO LABELS ON BOTTLES
+ 500 ml maximum



PRIESTLEY
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