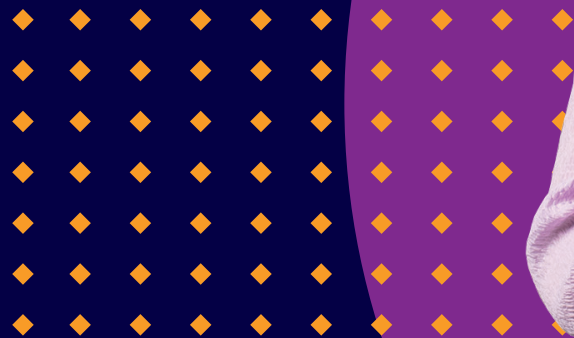


EXAMINATIONS



DOs and DON'Ts

A guide to
preparing for
your exams



PRIESTLEY
◆◆◆ COLLEGE ◆◆◆
WARRINGTON

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

- Call the college to let us know on 01925 633591
- If you are late, always enter the examination room quietly and speak to the invigilator. If you are late you must report directly to Crescent reception where you will be given further instructions and your arrival time will be recorded. 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. Do not rely on your friends for exam times and dates as they may be different.
- 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 and in the LRC to obtain your **Room, Candidate No.** and **Seat number**
- Check the exam paper is correct and carefully read the front of your exam paper before you start
- Always ask an invigilator if you are unsure of any instructions
- Don't start writing any details on the front of the question paper until instructed to do so by an invigilator
- Stay to the end of the exam until dismissed by the invigilators

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.** Failure to provide a college Id card will cause delays to the start of your exam. It is your responsibility to bring all relevant equipment to an exam. College has limited supplies. Failure to bring the correct equipment can disrupt the smooth running of the exam.
- 2 pens – black ink only is allowed!
- Pencil/eraser/ruler, Maths equipment
- Calculator without a cover/lid

WHAT YOU ARE NOT ALLOWED IN AN EXAM ROOM

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 (Only for sources, not for writing)
- Water. You should bring water into all your exams to ensure you are hydrated. **A maximum of one clear 500ml bottle of water with all labels removed before it is taken into the examination room**
- Any re-usable bottles must also be clear without writing
- **All mobile phones, watches, smart watches, ear buds, bluetooth devices must be handed in to the LRC helpdesk 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 rough paper
- Remove any non-religious hats, caps and hoods

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!



STUDENT ID CARD



PENS (and appropriate equipment)



BOTTLE OF WATER WITH LABEL REMOVED



NO MOBILES



NO BLUETOOTH DEVICES OR WATCHES



NO DIGITAL STORAGE DEVICES



FEED YOUR BRAIN

To help you to concentrate through your exams, all students are entitled to a free breakfast in the Crescent Café and the Viola Beach Café. Served between 8.15 and 8.45am during the exam period. All students must show their ID card to receive breakfast

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