

FREQUENTLY ASKED QUESTIONS: WHAT IF ...

I do not hand my coursework in?

As it forms a percentage of your overall mark, your grade will be lower. In some subjects no grade will be issued. A charge may be made for not completing the course.

I lose marks because I seem to make lots of careless mistakes.

Try not to rush your exam – there is usually plenty of time to plan your answers, think carefully and check what you have written.

I get flustered and panicky if I cannot answer a question.

Move on to the next question (if the exam has lots of questions. Read the question very carefully again and highlight key words.

I spend ages preparing for an exam but never seem to remember what I have learnt.

Think about different ways of preparing for exams and learning.

I always seem to learn the wrong things and not the things that we are asked.

You cannot possibly go into an exam knowing everything for the subject. Often what you have learnt may be in a differently worded question. Take care in reading the questions, look over past papers and pay attention in revision lessons.

I only prepare for an exam the night before otherwise I forget what I have learnt.

Some people think they can do it this way but it does not work and you will forget most of it. Early revision reinforces the information and you are more likely to remember it when it matters

I always seem to do the wrong things in an exam, like answering 4 questions when I only need to answer 3.

Listen carefully at the start of the exam, read the instructions on the front of the question paper. If you are not sure during the exam, put up your hand to ask for help.

I cannot understand a question in the exam.

Invigilators cannot help with the understanding of a question, only with help about the instructions for the exam: the number of questions for example.

I often do not finish an exam

When revising, practise timing by going over past papers. In the exam room divide your time into sections, e.g. fifteen minutes for each question. Sometimes these time slots are recommended on the front of the paper.

Sometimes I finish an exam far too early.

It is quite normal to have 5-10 minutes at the end of the exam to check for spelling and silly errors. You may be very good and have finished well ahead of time but it is more likely you have not answered as many questions as you should, or have not answered with enough detail.

I feel ill in the exam.

Do not wait until you feel really bad. Put up your hand and explain the problem to an invigilator

I suffer from hay fever (or asthma or something similar)

You must come to school to take the exam unless the symptoms are extremely severe. The situation will be assessed at school. If you stay at home you will miss the exam.

The bus/car/train I am travelling in is going to be late.

Do Not Panic! Get to school as soon as you can and alternative arrangements will be made. If you can phone school to tell them the problem, do so.

I am late for an exam

Report to Reception; then go straight to the exam room.

I am unwell on the day of an exam and cannot come to school

Ring school as soon as possible, at least 20 minutes before the exam is due to start. You must get a medical certificate from your doctor. You cannot sit the exam on another day.

I have a problem that has affected me during exams e.g. family trouble, a death in the family.

Share your problem with a friend or a member of staff. Tell the exams officer. Tell your head of year or tutor.

I get very tired during exams

Get plenty of sleep, avoid last-minute revision, eat sensibly and do not miss breakfast, avoid wild parties!

I have to be in school well before my exam starts

There is probably a clash on the timetable and regulations say you must be in school to be supervised until you start your exam. If you are not supervised, you cannot take the exam.

What equipment do I need?

Check the list or see your subject teacher.