



25% EXTRA TIME



Because you may work slower and / or need more reading time, you are allowed 25% Extra Time. This means that if your exam usually takes 1 hour you will be allowed 1 hour 15 minutes to complete it. You will be in smaller room or in the main hall.

It is important to decide on the best way to use this extra time before you start the exam. It may help to:

- Find out how many questions you need to answer in the time and work out how many minutes you have for each question:
 - Give yourself 10 minutes to carefully read all the questions through first (many marks are lost when students don't read and understand the questions properly)
 - Add another 10 minutes to check it all at the end (correcting spelling or grammatical errors)
 - Take this 20 minutes off the total time; divide the remaining time by the number of questions, to work how much time you have for each question
 - Eg. 1 hour 15m = 75 m
 - $75 - 20 = 55$ m
 - 55 divided by 5 questions = 11m for each question
 - Write the time you need to be doing each question on spare paper, so you can always know which question you should be on and don't run out of time
- Use the extra time to write out some key information that you are likely to need eg. times tables; formulae; words; concepts
- Use it to use your bi-lingual dictionary if you are eligible
- Look back over your answer at the end of each question rather than leave it all to the end
- If you feel stressed or panicky, take a few deep breaths to help calm you down.
- When long answers are needed (eg. essays) take time to plan each answer. You should know which type of plan suits your learning style. If you are not sure your subject teacher will help you find you (or see Planning Ideas). Planning time is VITAL. It helps to present and remember the information in a clear way that maintains an order.
- If you start to fall behind your time plan, go into note form or leave space to come back to it.