

Duke's Secondary



3 Steps to  
Effective Examination Preparation



Test



ON THE  
DAY OF  
THE EXAM





# Test



## On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

### Before sitting your exams, ensure you know:

- the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

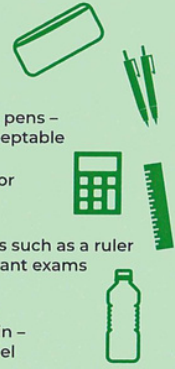
### What you cannot take into exams:

- any type of phone
- revision notes
- any type of watch (this includes analogue, digital and smart watches)



### What you will need:

- a clear pencil case
- at least two black ink pens – blue pens are not acceptable
- an approved calculator for relevant exams
- appropriate apparatus such as a ruler or protractor for relevant exams
- a clear water bottle if you wish to take one in – it must not have a label



### Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

### Contingency sessions:

- There are contingency sessions within the Summer 2024 exam timetable – the afternoon of 6 June and 13 June 2024 and the morning and afternoon of 26 June 2024. Make sure you are available on all three dates even if you do not have an exam.

If you have any questions about your exams, please ask your teacher or exams officer.



You can also find useful information about preparing for exams at [www.jcq.org.uk/exams-office/information-for-candidates-documents](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)

EFFECTIVE FROM 1 SEPTEMBER 2023





**FOR EACH EXAM,  
ENSURE YOU KNOW :**



**Test**



- Which exams you have on each day.
- What time it starts.
- Where it will be held.
- Your seat number.



# UNDERSTANDING THE SEATING PLAN



Copies of this chart will be on display daily in the outside of each exam venue, for each exam.

# Test



Seating Plan Report

Date

Start Time:

Sports Hall

Capacity : 280

Front

	A	B	C	D	E	F	G	H	I	J	K
1			Shree Hagen 1049 H01 10:30 am SP18	Shree Lim 1040 10:30 am SP18	Shree Ting 1036 10:30 am SP18	Shree Kwan 1031 10:30 am SP18	Shree Dora 1023 10:30 am SP18				
2			Chris Hale 1022 H01 10:30 am SP18	Shree Jooi 1019 10:30 am SP18	Shree Perovic 1028 10:30 am SP18	Shree Dor 1030 10:30 am SP18					
3			Hui Sheng 1142 H01 10:30 am SP18	Hanson Thome 1121 10:30 am SP18	Shree Jooi 1021 10:30 am SP18	Shree Jooi 1021 10:30 am SP18	Shree Thome 1020 10:30 am SP18	Shree Hui 1022 10:30 am SP18	Shree Hui 1022 10:30 am SP18	Shree Hui 1022 10:30 am SP18	Shree Hui 1022 10:30 am SP18
4			Hui Sheng 1142 H01 10:30 am SP18	Shree Lim 1040 10:30 am SP18	Shree Ting 1036 10:30 am SP18	Shree Kwan 1031 10:30 am SP18	Shree Dora 1023 10:30 am SP18				
5			Hui Sheng 1142 H01 10:30 am SP18	Shree Lim 1040 10:30 am SP18	Shree Ting 1036 10:30 am SP18	Shree Kwan 1031 10:30 am SP18	Shree Dora 1023 10:30 am SP18				
6			Hui Sheng 1142 H01 10:30 am SP18	Shree Lim 1040 10:30 am SP18	Shree Ting 1036 10:30 am SP18	Shree Kwan 1031 10:30 am SP18	Shree Dora 1023 10:30 am SP18				
7			Hui Sheng 1142 H01 10:30 am SP18	Shree Lim 1040 10:30 am SP18	Shree Ting 1036 10:30 am SP18	Shree Kwan 1031 10:30 am SP18	Shree Dora 1023 10:30 am SP18				
8			Hui Sheng 1142 H01 10:30 am SP18	Shree Lim 1040 10:30 am SP18	Shree Ting 1036 10:30 am SP18	Shree Kwan 1031 10:30 am SP18	Shree Dora 1023 10:30 am SP18				



## BEFORE THE EXAM - ESSENTIAL EQUIPMENT

# Test



- Check the exam equipment list.
- Pack stationery in a see-through pencil case/clear plastic bag.
- Bring any additional resources your teacher tells you to bring.

**\*\*\* REMEMBER - BLACK INK  
ONLY - NO GEL PENS \*\*\***





# CHECK THAT YOU HAVE...



# Test



- The correct exam equipment for each exam.
- Any additional resources your teacher tells you to bring.





## BEFORE ENTERING THE EXAM VENUE



# Test



- Make sure you go to the correct exam room ( use the seating plan to check this).
- Enter the exam room in silence. You are under exam conditions from the moment you walk into the exam room.
- Ensure you are wearing full school uniform, to avoid unnecessary delays to the exam.



## FOOD AND DRINK IN THE EXAM VENUE



# Test



- Do not bring food into the exam room.
- You may bring water but it must be in a clear plastic bottle with no label.





# BANNED ITEMS IN THE EXAM VENUE



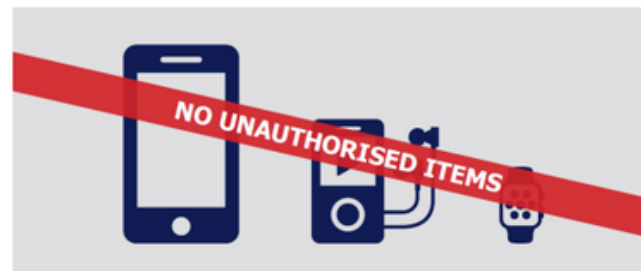
# Test



AQA City & Guilds CCEA OCR Pearson WJEC

**NO MOBILE PHONES  
SMARTWATCHES  
MP3/4 PLAYERS**

**NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION**



Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.



# MALPRACTICE

## Test



❑ Keeping a mobile phone/any web enabled device on you is malpractice (even if switched off).

❑ Notes on your person – this is unauthorised material.

❑ Talking to or distracting another candidate.

❑ Messing around with your pockets.

❑ CONSEQUENCES – loss of marks or disqualification.

❑ In the actual exams schools must report all malpractice incidents to the exam board.



## AT THE START OF THE EXAM



# Test



- Listen very carefully to any instructions from the invigilators.
- Check - have you got the correct exam paper?
- Read the instructions on the front of the paper.
- Complete your details on the front of the exam paper when told to do so by the invigilator.
- You must write your legal name, candidate number and centre number on everything that will be handed in for marking.



## DURING THE EXAM

- Keep an eye on the time.
- Any issues raise your hand and wait for an invigilator to come to your desk (e.g. if you need extra paper or feel unwell).
- If you have to leave the exam room temporarily, raise your hand and wait for an invigilator to come to your desk.
- You may only leave the room with an invigilator, otherwise you cannot be allowed back into the exam.
- You must not speak to or turn around in your chair or try to attract another candidate's attention during the exam.



# Test





## AT THE END OF THE EXAM



# Test



- Stop working immediately when told to do so at the end.
- Remain at your desk in silence until you are dismissed by the invigilators.
- Very important – please leave the Exam Room in silence, move away from there quickly and quietly, other students may have longer exams so please be mindful of this.



## IMPORTANT REMINDERS



# Test



- If you are going to be late for any reason please ring the main school reception and let them know.
- If you are going to be absent ring the main school reception for advice.





# IMPORTANT REMINDERS



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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## Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** - even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

# Test





FOR MORE HELP, ADVICE, TIPS  
VISIT THESE WEBSITES & SUBJECTS  
GOOGLE CLASSROOMS



**Learn** ➤ **Revise** ➤ **Test**

<https://sites.google.com/dukes.ncea.org.uk/learnrevisetest/home>

<https://dukes.ncea.org.uk/dukes-3-steps-to-effective-examination-preparation/><https://dukes.ncea.org.uk/student-hub/revision-tips-and-ideas/>  
<https://dukes.ncea.org.uk/student-hub/student-exam-timetables/>

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