

2021

KEY DATES



Examinations & Results Days

Date	Exam type	Year Group
7 th June 2021 – 18 th June 2021	Mocks	Years 10 & Year 12

- ❖ Ensure that your candidate timetable has your correct name and date of birth. This is the information that will appear on your certificates so it must be accurate. If you do not let us know about any changes your certificates may be incorrect and BVGA will not pay for reprinted certificates.
- ❖ Check you have been entered for all the subjects you are taking and that you have been entered for the correct tier. If there is a problem see the Exams Officer.
- ❖ Do not lose your timetable as it tells you all the dates of your exams, the room where you are taking the exam and your seat number.



- ❖ Have your own revision timetable and start planning before exams begin.
- ❖ Make your books, notes and essays user-friendly. Use headings, highlighting and revision cards.
- ❖ Everyone revises differently. Find out what routine best suits you – alone or with a friend; early morning or late night; short sharp bursts or longer session; with music or without noise.
- ❖ Look after your timetable carefully and make sure you know when and where your examinations are.
- ❖ Make sure you have made your transport arrangements and allow plenty of time for your journey.
- ❖ Look after yourself during the exam period – exercise, plenty of sleep, healthy diet and drink plenty of fluids. You can bring water into the exam but it must be in a clear bottle (with any label removed).
- ❖ Make sure you give yourself time each day to relax, taking breaks to do something you enjoy – watch TV, listen to music, read a book or go for a walk.



- ❖ Check you have everything you need and keep all of your exam equipment together in your school bag. Remember you will need a **black** pen to write with not blue and you must only use a clear pencil case.
- ❖ Read the instructions on the front of the paper carefully.
- ❖ Make sure you know how many questions you should be answering.
- ❖ Read the questions slowly, then read them again – it is easy to misread when you are nervous.
- ❖ Answer the questions on the paper rather than the questions you were expecting.
- ❖ Choose the questions you think you can answer best, where there is a choice.
- ❖ Compare the marks allocated to each question and use this as a guide to the time you spend on each.
- ❖ If you finish before the end of the exam use the time to check back over your answers.
- ❖ Don't panic if you are unable to answer a question. Move onto the next question and come back to the difficult one later.
- ❖ Take care with your presentation – your answers need to be clear to the examiner.
- ❖ Write your teacher's name on the answer booklet.

Important Notice

It is important to eat and sleep well. On the morning of the exam have a good breakfast and try to stay calm.

If you have a morning exam make sure that you arrive at school in plenty of time to avoid last minute rushing – you can revise in the Quad/dining room before tutor time to help you prepare. Go to the toilet before you go into the Exam.

Leave your mobile phone at home!

At the exam room

- ❖ Check your seat number on the seating plan outside the room.
- ❖ Check your pockets to make sure you don't take any forbidden items into the examination room.
- ❖ Wait quietly and patiently.
- ❖ Listen carefully to the Invigilators instructions as to where to put your coat and bag – enter the room in silence.

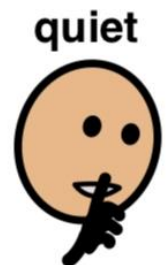
In the exam room

Take your equipment, ID card and mobile phone if you absolutely had to bring it to school out of your bag and take your seat in silence.

- ❖ Switch off your mobile and other electronic devices and place them in the wallet on your desk, along with your wrist watch, if you are wearing one.
- ❖ Place your ID card on the top corner of your desk.
- ❖ You **MUST** fill in all the details on the front cover of your answer booklet – centre number, candidate number, name and signature.

Remember, you can be disqualified if you are found to have a mobile phone in your bag or anything on you that is not authorised.

- ❖ Even though you may be nervous or worried listen carefully to what the Invigilator tells you to do.
- ❖ Check that you have the correct paper.
- ❖ If you think that something is wrong, if you feel unwell or if something is distracting you put up your hand and wait for an Invigilator to come to you – do not call out.
- ❖ Make sure you do not talk to, or look at the work of, any other candidate – you can be disqualified if you break the exam rules in any way.





People react to stress in different ways

- ❖ For some it can be a great motivator.
- ❖ Other students are indifferent to stress.
- ❖ And for some it can be a bad thing and feel terribly overwhelming.

The key things to remember

- ❖ Stress is nothing to be scared of and you can learn how to cope more effectively with it.

Signs of exam anxiety

- ❖ Going blank in an exam, difficulty concentrating, and negative thoughts.
- ❖ Emotions of panic, feeling overwhelmed, not feeling in control and tense.
- ❖ Physical signs might include feeling dizzy or faint, sweating, having a fast heartbeat, have funny/churning feeling in your stomach and feeling like your legs are wobbly/like jelly.

The key things to remember

- ❖ Most people experience some of these signs during exams and you can learn to control your reactions to anxiety.
- ❖ Breathing slowly and deeply will help you calm down and feel in control.
- ❖ Find a comfortable position to sit in with a straight back, inhale deeply through your nose for 5 seconds, hold your breath for 2 seconds and exhale slowly through your mouth. Repeat for 1 or 2 minutes until you feel calmer.



Attitude

- ❖ Adopting a positive 'can do' attitude, believing yourself and maintaining the right focus will help you feel more prepared for your exams.
 - ❖ It's important to believe in yourself and your ability.
 - ❖ Focus on yourself and don't compare yourself to others.
 - ❖ See the exam as a challenge and not a threat – do your best, no one can ask anymore of you than that.
 - ❖ Smile! – smiling gives off hormones that are responsible for positive state of mind.
- ❖ Try not to worry about the previous examinations – you can't do anything about those now. Focus on making sure you are prepared for your next one instead.
 - ❖ Try not to talk too much with other students afterwards about how you think you did. Even though you may have found it harder than other people you may have answered the questions better.
 - ❖ Talk to your Teacher or the Exams staff if you were unwell or if you think there were circumstances which affected your performance.
 - ❖ Don't let your exams get you down, talk to your teachers, family or friends, form tutor, pastoral manager and head of year.

Good luck, and remember, if you have any concerns about your revision, exam preparation or the exam itself, your teachers and the Exam Staff are there to help you. All exams have to follow certain regulations. These can be found on the notice board outside B8. Please make sure you read them as there are important instructions relating to your exams and coursework.

