



**NORTH LIVERPOOL
ACADEMY**

**EXAMINATIONS
SUMMER 2016**



EXAMINATIONS SUMMER 2016

PREPARING FOR YOUR EXAMINATIONS

The Academy staff will ensure that you are supported through every step of the process but it is important that you know what we expect you to do and how to do it. There are lots of materials to help you revise but this booklet is to help you understand the rules and processes.

1. KNOW WHEN THEY ARE:

You will have been given a personalized examination timetable. It is extremely important that you check all the details on this document very carefully. In particular check the level of entry if there is more than one. Once you have checked the details and are satisfied that they are correct **keep** the document in a safe place.

If there are any issues tell your tutor and return it to the Examination Officer in the Academy once any incorrect details have been corrected.

In particular, if any of the personal details are incorrect you should cross them out and write in the correct details.

If you are unsure about any of your examination entries and/or you think a subject is missing you must speak to your tutor and subject teacher immediately. Changes will not be made to your entries without your subject teacher's signature to indicate that they agree to the change.

It is essential that you return corrected forms if there are any problems as there are deadlines for changes to entries.

RETAKEING MODULES (6TH FORM ONLY)

Any resits must be agreed with your subject teacher and the head of sixth form. You will not be allowed to sit the examination unless it has been previously agreed.

DOCUMENTS ON THE ACADEMY WEBSITE

- Student Examination Information – *This booklet*
- Revision materials (produced by Miss Gobin they are really excellent)
- Timetables



OFFICIAL JCQ INFORMATION

- Instructions to candidates
- JCQ – Information to Candidates Written Examinations
- JCQ – Information to Candidates – Coursework/Portfolios/Controlled assessments
- JCQ – Penalties for Examination Offences

It is **your** responsibility to read these documents. If you are unsure about anything speak to your tutor or the Examination Officer.

EXAMINATION TIMETABLES

Timetables showing all the examinations will be displayed on the noticeboard outside the Examination office and by Student Services, in the Sixth form and on our website. You will be notified when these timetables change. If there are any differences between these and your “Individual Timetable” speak to the Examination Officer.

BEFORE THE EXAMINATION

- Ask your subject teachers what equipment you will need for each examination.
- On the day before the examination gather together all the equipment you will need. Make sure you have spare pens and pencils. Please note the regulations state that you may only use BLACK INK or BLACK BALLPOINT PEN (Pencils for drawings only) and any pencil cases must be CLEAR.
- Room Details and Seating Plans will be available on Student Services the day before each examination.

2. ON THE DAY

BEFORE THE START OF THE EXAMINATION

We want you to go into every examination having had something to eat and drink.

Every morning the new refectory will be open for toast, fruit and water. Each morning there will also be one of your teachers available to support you before the start of your examination.

MAKING YOUR WAY TO THE EXAMINATION

All students with an examination will be sent from registration or the new refectory to assemble on the yard as directed by a member of staff. From here you will be escorted into your examination room by a member of staff. You will be asked to line up at 8:45 and 13:10 so that we can ensure examinations will start at promptly at 9am and 1:15 pm. Please check the start times carefully, it is your responsibility to get to the correct examination room at the correct time.

RULES OF THE EXAMINATION ROOM

- You can take in water to drink but it must be in a see through bottle with any labels removed.
- Bags and coats are at the front of the room in a pile at the start of your row.
- You must not take mobile phones, headphones, revision books into the room.
- There will be a system for handing in mobile phones.



DO NOT FORGET

- **Make sure you have ALL the correct equipment and arrive in plenty of time before the start of the examination.**
- Check the seating plan in advance to see where you are sitting before you enter the room, it makes the start of the examination much less stressful for everyone if you can go directly to your seat.
- When you sit down check that the examination paper is the correct one. (There may be more than one examination taking place)
- Read the instructions on the front page when told to do so by the invigilator.

If you are ill on the day of an exam, please get a message to the Academy as soon as possible by telephoning 0151 260 4044.

AFTER THE EXAMINATION

There will be a room allocated for all students to visit if they want to discuss the examination.

MANAGING EXAM STRESS

Everyone gets nervous; it's a normal part of exams. While it's not so easy to stop feeling nervous, you can use relaxation techniques to keep your nerves under control and focus on what you want to achieve.

Here are some tips and techniques you can try if you feel stressed before and in exams.

THE NIGHT BEFORE

- Make sure you have a proper dinner/tea between 5 and 7pm
- Make sure you do some active revision (focus on the key concepts)
- Stop revising by 9pm and get into bed by 10pm (remove all disruptions)

BEFORE YOUR EXAMS

- Being prepared and doing the work will always help you feel more confident about sitting your exams, so do as much revision as you can.
- Celebrate your successes in revision tasks and know when you do well.
- Exercise is a great way to help clear your mind, leaving you feeling refreshed and energized. Plan something for first thing in the morning – if you start your day well, you are more likely to stay calm.
- Use deep breathing to relax your body and mind.
- Eat the right foods and drink lots of water – too much coffee and sugar for example can make you feel more anxious as they are stimulants so avoid drinks such as Lucozade as these are not good for your concentration before an examination.
- Use the toilet
- Use positive language with yourself and visualise your exams going smoothly.
- If possible, avoid classmates who are highly stressed or who want to talk about the exams.
- Practice your relaxation techniques so they are natural to you by exam day.
- Plan your exam day so you feel in control; allow for travel and proper meals.



IN YOUR EXAMS

- Breathe – take some deep breaths to relax your body and mind. This will really help if you freeze up or are struggling to get started.
- Focus on your paper. Block out the exam room and other students.
- Read the entire question paper, answering the questions you feel most comfortable with. By answering these first, you will feel more confident and settle into the rest of the exam.
- Stuck with a question? Leave it. Work on the next one and then come back to it.
- Remember, it's not a race. You've been allocated a set amount of time – use it and make sure you have done as much as you can.
- Use all the allocated time – do not sit doing nothing
- Keep a good attitude and use positive language with yourself; your nerves will pass and you're not alone.

AFTER YOUR EXAMS

Sometimes exam stress doesn't just disappear once you have finished your exams as you might be worried about your results. We have listed below some of the frequently asked questions we receive after exams to help put your mind at rest.

- **I forgot to label my answer**
if you forgot to label your answer with the correct question number, you don't need to worry about it, as the examiners will make every effort to try and match a non-labelled answer with the correct question.
- **I used a different colour ink instead of black**
Whilst we always ask students to write in black ink when taking exam papers, on the rare occasion a student uses a different colour pen, exam boards will always ensure that the exam paper is marked and that student receives the correct mark.
- **I didn't spell my name or family name correctly**
If you didn't spell your name or your family name correctly, then you can speak to your exam officer at your school or college, who will be able to contact our Entries team to resolve this issue. It is important that we have your correct birth name in preparation for your certificate.
- **I think there may have been an error in the question paper**
If after your exam you feel there may have been an error in the exam paper, then you should speak to the exams officer.



3. RESULTS

AS/A-LEVEL THURSDAY 18 AUGUST 2016

GCSE THURSDAY 25TH AUGUST 2016

Results for the summer examinations can be collected in person from school between 9.00am and Midday on the dates shown. Results **cannot** be given over the phone. If you are unable to collect them they will be posted to you if you leave a stamped self addressed envelope with the Examination Officer or you give someone **written permission** to collect your results for you. Any not collected in these ways may be collected from the Examination Officer in the autumn term.

ENQUIRIES ABOUT RESULTS

If you feel you have not received the grade your work deserved there are procedures you can follow. There is an internal procedure for your coursework or portfolio.

For your written examinations there is a different procedure. Any enquiry about a result can only be made by the school on your behalf and there are charges for any enquiry made. Enquiries must be made to the Examination Boards by 20th September for the summer examinations and within four weeks of the publication of results for examinations at other times. There are 3 possible outcomes of an enquiry, your grade may be improved, remain the same or be lowered. You will be required to sign a form acknowledging these possible outcomes before any request can be made. Only if your grade is improved will the Examination Board waive the fee.

ACCESS TO SCRIPTS

You have the opportunity to have a copy of your script returned to you. Any request has to be made by the school on your behalf and a fee will be payable.

CERTIFICATES

For Year 11 students; certificates from the preceding years will be presented at a Celebration Evening in mid November- If you are unable to attend they will be available to collect from the Academy after the event.

For Year 13 students; certificates from the preceding years will be presented at a Celebration Evening in mid December. If you are unable to attend they will be available to collect from school after the event.

Once you receive your certificates it is your responsibility to keep them safely. The school cannot replace them you would need to apply to the Examination Boards for replacements but they do not routinely replace certificates and when they do it is expensive.