



**Key Stage 3 Examinations  
May 2017  
For PUPILS and PARENTS**

# Introduction

It is the aim of Sarum Academy to make the examination experience as positive and successful as possible for all pupils. Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

Examination Boards set down strict criteria which must be followed for the conduct of examinations and Sarum Academy is required to follow them precisely and practise pupils in this manner. You should, therefore, pay particular attention to the regulations that are printed in this booklet.

Some of the questions you may have are answered at the back of this booklet. **If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

If you or your parents have any queries or need help or advice at any time before, during or after the examinations, please contact:

**Examinations Officer: Mrs Pearce**  
**Telephone Number: 01722 323431**

# Key Stage 3 Exam Timetable

Year 9	Tuesday 2 <sup>nd</sup> May 2017	Wednesday 3 <sup>rd</sup> May 2017	Thursday 4 <sup>th</sup> May 2017	Friday 5 <sup>th</sup> May 2017
Period 1	Maths Paper 1 1hr 30mins	English Reading 1hr	Maths Paper 2 1hr 30mins	English Writing 1hr
Period 2				
Period 3	Chemistry 1hr 15mins	Biology 1hr 15mins	Normal Lessons	Normal Lessons
Period 4			Normal Lessons	Normal Lessons
Period 5	Normal Lessons	Normal Lessons	Normal Lessons	Normal Lessons

Year 8	Tuesday 2 <sup>nd</sup> May 2017	Wednesday 3 <sup>rd</sup> May 2017	Thursday 4 <sup>th</sup> May 2017	Friday 5 <sup>th</sup> May 2017
Period 1	Maths Paper 1 1hr 30mins	English Reading 1hr	Maths Paper 2 1hr 30mins	English Writing 1hr
Period 2				
Period 3	History 1hr	Combined Science 1hr 15mins	Geography 1hr	RE 1hr
Period 4	Normal lessons		Normal lessons	Normal lessons
Period 5	Music 1hr	Food 1hr	Normal lessons	Assembly

Year 7	Tuesday 2 <sup>nd</sup> May 2017	Wednesday 3 <sup>rd</sup> May 2017	Thursday 4 <sup>th</sup> May 2017	Friday 5 <sup>th</sup> May 2017
Period 1	Maths Paper 1 1hr 30mins	English Reading 1hr	Maths Paper 2 1hr 30mins	English Writing 1hr
Period 2				
Period 3	History 1hr	Combined Science 1hr 15mins	Geography 1hr	RE 1hr
Period 4	Normal lessons		Normal lessons	Normal lessons
Period 5	Music 1hr	Food 1hr	Normal lessons	Assembly

# Revision

## Simple – ‘if you don’t revise effectively you have less of a chance!’

Pupils often say they “don’t know how to revise”. An important first step is to get organised by making a **plan**. This should be a timetable, setting out when pupils will revise, what they will revise, and for how long.

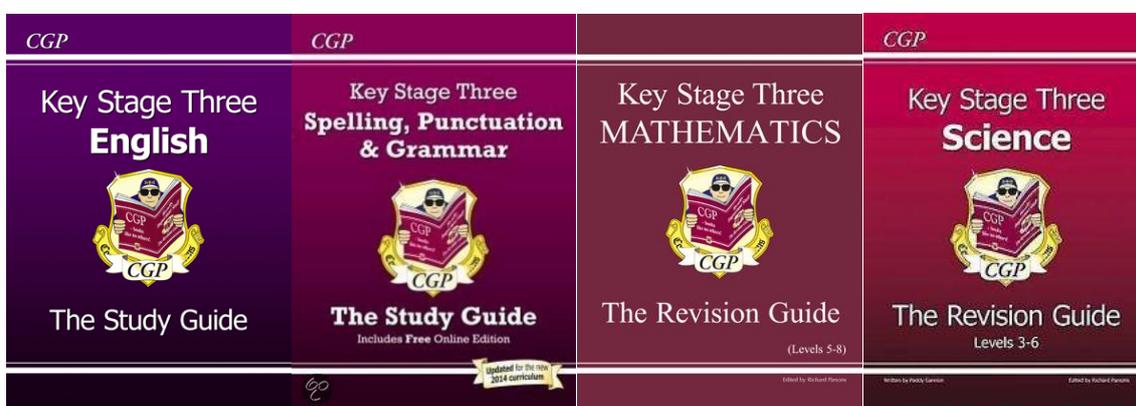
The most effective pupils revise **frequently**. This means not leaving revision until the last minute, but revising most days over a prolonged period of time. Under these conditions pupils are most likely to **retain the knowledge** and skills required in their exams.

Pupils often claim that they revise best in front of the television or when listening to music, but in reality most people need a **quiet place** where they are able to concentrate free from distraction. If a pupils plans to revise, it is probably best that they leave their mobile phone in another room.

Pupils are more likely to retain information if they condense information into **note form**. **Flashcards** and **Post-It notes** can be really useful for this purpose, and these can be found in the revision equipment pack.

**Mind-maps** are an excellent visual method for condensing complex topics into revision notes.

You should have a **revision guides** and/or **revision workbooks** for every subject. These provide an excellent starting point for those who struggle to get started with revision, and are extremely useful when revising the day before exams.



## TIME MANAGEMENT

Make revision a priority – Work with your teacher to understand where you need to focus your energy. Where are your strengths & weaknesses?

### Which subjects will need more attention?

Identify how much time you have available. Consider how many days until your first exam. Allocate a set number of hours of revision to each subject.

Are there any dates where it will be impossible for you to complete any revision? Make a structured revision timetable and cross out these dates.

## MANAGING YOUR TIME

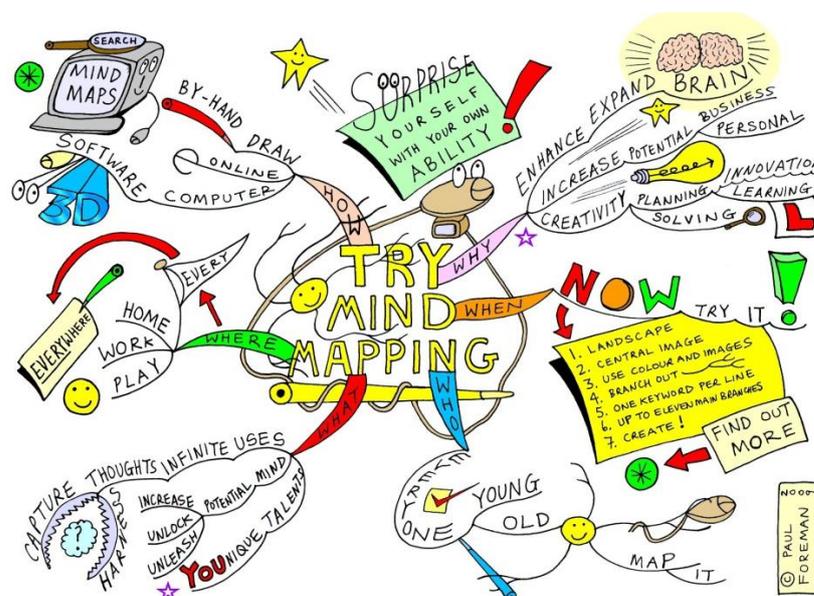
Be in control of your revision by managing it sensibly and **not leaving it until the night before**. Control will enable you to remain calm and reduce your stress levels.

Set manageable goals – decide what it is you hope to achieve on any given day.

Revise in 20 minute stints. If the topic you are revising is particularly complicated it is often wise to take a break. Many people learn in short bursts so remove yourself from your revision and go and do something less stressful like making a drink or snack. Return to your revision with a clear head.

Revise in a non-stressful environment. Quiet and calm is required. The chaos of family life is not suited for quality revision.

**Work with friends or in small groups.** Working with others can help reduce stress levels and increase your effectiveness.



# The Skills of Learning

Develop techniques that do not simply involve reading back work that you have completed in class. Below are some simple ideas:

1. Give yourself quick memory tests. Using mnemonics will help you recall key words, terms or ideas e.g. SMART Targets should be **S**pecific, **M**easurable, **A**chievable, **R**ealistic and **T**ime-related.
2. Use a reading guide when reading information e.g. a pencil or a ruler. This will keep your eyes from wandering and therefore help you maintain focus and concentration.
3. Skim reading can be useful when trying to identify key words or ideas. Also create headings, labels, graphs and symbols. Highlighter pens are also a worthy investment. Also, try using bullet points to summarise what you have just read. **Read your summaries back to a friend or family member.**
4. Try different techniques when note taking. Again the use of colour can be effective, but also use annotations, make timelines, diagrams and drawings. Use whatever might be appropriate to bring your revision to life.
5. Make checklists to ensure that you have covered everything that you need to revise. **REMEMBER TO TEST YOURSELF** to see what information you have retained and what you need to re-visit.
6. Use ICT – There are countless revision websites available for pupils taking exams. Ask your teachers and friends as they may know of a website that you haven't yet tried.
7. Adopt **active** techniques – remember that copying is passive, **note taking is active and discussing, asking and answering questions is interactive.** **Active and interactive revision will produce better results.**

# Dealing with Exam Pressures – Information for Parents (and Pupils)

Tests and exams can be a challenging part of school life for both children and parents. But there are ways to ease the pressure.

## **Watch out for exam stress**

Children who experience stress may be irritable, not sleep well, lose interest in food, worry a lot, and appear depressed or negative. Headaches and stomach pains can also be stress-related.

Having someone to talk to about their work can help. Support from a parent, tutor or study buddy can help children share their worries and keep things in perspective. If you feel your child isn't coping, talk to their teachers at school.

## **Make sure your child eats well**

A balanced diet is vital for your child's health, and can help them to feel well during exam periods. Some parents find that too many high-fat, high-sugar and high-caffeine foods and drinks (such as cola, sweets, chocolate, burgers and chips) make their children hyperactive, irritable and moody.

Don't forget to feed your child on the day of the exam. Exam pressure can lead to a lack of appetite but concentration can be affected by simply missing a meal.

## **Help your child get enough sleep**

Good sleep will improve thinking and concentration. Most teenagers need between 8 and 10 hours' sleep a night. Allow half an hour or so for kids to wind down between studying, watching TV or using a computer and going to bed to help them get a good night's sleep.

Cramming all night before an exam is usually a bad idea. Sleep will benefit your child far more than a few hours of panicky last-minute study.

## **Be flexible during exams**

When your child is revising all day, don't worry about household jobs that are left undone or untidy bedrooms. Staying calm yourself can help. Remember, exams don't last forever.

## **Help them to study**

Help your child revise by making sure they have somewhere comfortable to study. Help them draw up a revision schedule or ask the school for one.

**Talk about exam nerves**

Remind your child that feeling anxious is normal. Nervousness is a natural reaction to exams. The key is to put these nerves to positive use. Being reminded of what they do know and the time they have put into study can help them feel confident.

**Encourage exercise during exams**

Make sure your kids are active. Exercise can help boost energy levels, clear the mind and relieve stress. Walking, cycling, swimming, football and dancing are all effective.

**Don't add to the pressure**

Support group ChildLine says that many of the children who contact them feel that the greatest pressure at exam time comes from their family. "Keep things in perspective," says Rosanne Pearce, a senior supervisor. "Listen to them, give support and avoid criticism."

Before they go in for a test or exam, be reassuring and positive. Make sure they know that failing isn't the end of the world, and that if things don't go well they may be able to take the exam again.

After each exam, encourage your child to talk it through with you. Then move on and focus on the next test, rather than dwelling on things that can't be changed.

**Make time for treats**

When the exams are over, help your child celebrate by organising an end-of-exams treat. Don't use rewards as bribes. Instead, encourage your child to work for their own satisfaction, offering small, frequent treats.

**Acknowledgments – NHS - Coping with exam stress**

# Equipment

**It is most important that you are responsible for providing your own equipment for examinations.**

You must not attempt to borrow equipment from another candidate during the examination.

## **All exams**

You should bring in a transparent pencil case

2 x Pens (black ink only)

2 x HB Pencils

30cm Ruler (marked with cm and mm)

Pencil Sharpener

Rubber

## **Mathematics**

As above, (in a see through pencil case), plus

Scientific Calculator

Compass

Protractor

# Absence during Examinations

## **Absence from Examinations**

You must attend all exams that are on the timetable. Misreading the timetable will not be accepted as a satisfactory explanation for your absence. If you miss an exam due to illness, you **MUST** telephone the Academy on **(01722) 323431** as soon as possible on the morning of the exam. This exam will be completed on your return.

# Understanding the questions – Exam command words **IMPORTANT**

Question keywords are also called '**command**' words. These are the words in your exam questions that tell you what the examiner wants you to do. By understanding these command words, you are on your way to understanding your exam questions.

For example, you may be instructed in your exam question to '**describe**' something within your answer. If your answer '**evaluates**' rather than '**sets out the characteristics**', you potentially haven't given the right answer. The table below lists some of these command words.

<b>Analyse</b> Separate information into components and identify their characteristics	<b>Assess</b> Make an informed judgement	<b>Consider</b> Review and respond to given information	<b>Criticise</b> Assess worth against explicit expectations
<b>Comment</b> Present an informed opinion	<b>Define</b> Specify meaning	<b>Describe</b> Set out characteristics	<b>Discuss</b> Present key points
<b>Deduce</b> Draw conclusions from information provided	<b>Examine</b> Investigate closely	<b>Explore</b> Investigate without preconceptions about the outcome	<b>Evaluate</b> Judge from available evidence
<b>Explain</b> Set out purposes or reasons	<b>Illustrate</b> Present clarifying examples	<b>Interpret</b> Translate information into recognisable form	<b>Outline</b> Set out main characteristics
<b>Summarise</b> Present principal points without detail	<b>State</b> Express in clear terms	<b>Relate</b> Demonstrate connections between items	<b>Review</b> Survey information
<b>Argue</b> Present a reasoned case	<b>Debate</b> Present different perspectives on an issue	<b>Give</b> Produce an answer from recall	<b>Justify</b> Support a case with evidence
<b>Estimate</b> Assign an approximate value	<b>Calculate</b> Work out the value of something	<b>Suggest</b> Present a possible case	<b>Prove</b> Demonstrate validity on the basis of evidence
<b>Compare</b> Identify similarities	<b>Contrast</b> Identify differences	<b>Apply</b> Put into effect in a recognised way	<b>Complete</b> Finish a task by adding to given information
<b>Develop</b> Take forward or build upon given information	<b>Identify</b> Name or otherwise characterise		

# Conduct during Examinations

## EQUIPMENT

All items of equipment, pens, pencils, mathematical instruments, etc., should be visible to the invigilators at all times. You must use a **TRANSPARENT** pencil case or clear plastic bag.

Pens should be black ink or ballpoint. No Tippex, correction pens or gel pens are allowed.

For Mathematics exams, pupils should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure the batteries are new.

**MOBILE TELEPHONES/SMART WATCHES MUST BE SWITCHED OFF AND LEFT IN BAGS AT ALL TIMES AWAY FROM YOUR POSSESSION.** If a mobile phone, or any other type of electronic communication or storage device, like MP3/MP4 Players, iPods, smart watches and digital cameras are found in your possession during an examination (even if it is turned off), it will be taken from you and returned at a later date.

Food and drink is not allowed in the examination rooms. However, during the exams candidates may have a small clear bottle of water, with a sports cap, on the floor at the side of their desk. **LABELS MUST BE REMOVED.** Only water is allowed. If the label is left on the bottle it will be removed to the front of the room.

Please do not write on the examination desks. This is regarded as vandalism and you will be asked to pay for any damage.

Do not draw graffiti or write offensive comments on your examination papers – if you do the teacher may refuse to accept your paper.

Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.

Read all instructions carefully and number your answers clearly.

At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them together in the correct order.

Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have **left the room.**

Question papers, answer booklets and additional paper must **NOT** be taken from the exam room.

Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.

### **INVIGILATORS**

The school employs specially trained external invigilators to conduct the examinations. Pupils are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, give out instructions relating to the exam, hand out extra writing paper if required and deal with any problems that occur during the examination, for example, if a candidate is feeling ill.

Please note that invigilators cannot discuss the examination paper with you or explain the questions.

Candidates who are disruptive or behave in an unacceptable manner will be removed from the examination room and dealt with by a member of the leadership team.

# Fire Evacuation Procedures

## *If the Fire Alarm sounds during the exam*

The exam will be stopped immediately. You must stop writing, close your exam papers and remain seated in silence. The invigilator in charge will make a note of the time the exam stopped.

A member of staff from the Exams Office will notify the invigilators if we have to evacuate the exam venue.

If you do not have to be evacuated, the exam will be restarted once the alarm is silenced and the time added onto the end.

If evacuation is necessary, you must leave all equipment on your desk and you must not collect your belongings.

The invigilators responsible for each row will lead you to the hard standing at the rear of the sports hall. You must remain in the order that you are seated in and **must remain silent**. A register will be taken outside. **You must not go to your normal assembly point.**

Exam regulations are still in place whilst you are outside and you must not breach any regulations or you will be reported to the exam board.

You will be told when to return to the exam hall and the exam will be restarted.

If there is an emergency within the region of the exam venue the invigilator in charge will immediately evacuate the room.

If you are in another room that is being used for an exam the invigilators will follow the same procedures as above and if necessary evacuate you by the nearest safest route to the hard standing at the rear of the sports hall. All Exam Regulations apply whilst the evacuation is underway.

# Frequently asked questions

## **Q What do I do if I forget my Candidate Number?**

Candidate Numbers are printed on seating plans, which are held by the invigilators in the exam rooms, and on attendance registers. Invigilators will be able to help you find your number. There will be a card on your desk with your Candidate Number on it.

## **Q What do I do if I feel ill during the exam?**

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

## **Q If I am late can I still sit the examination?**

Provided you are not more than 30 minutes late, it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Pupil Services. A member of staff will escort you to the exam room. You must not enter an examination room without permission after an examination has begun. It may not be possible to allow you any extra time if you start the examination late.

## **Q What equipment should I bring for my exams?**

For most exams you should bring at least 2 pens (black only). For some exams you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens).

You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

## **Q What items are not allowed into the examination room?**

Only materials that are listed on question papers (e.g. a calculator) is permitted in the examination room and pupils who are found to have any material with them that is not allowed will be reported to the appropriate examination board. In such circumstances, a pupil would normally be disqualified from the paper or the subject concerned.

Bags and coats and any other items not permitted under examination regulations must be left in the care of the invigilators at the front/back of the room. Do not bring any valuables into school with you when you attend for an examination.

Mobile telephones and smart watches must be left in bags and turned off.

**Q How do I know how long the exam is?**

The length of the examination is shown in minutes on the timetable. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a flip chart or board at the front of the exam room. There will be clocks in all examination rooms.

**Q Can I leave the exam early?**

It is not the school's policy to allow pupils to leave the exam room early, as this is disruptive to others. A pupil may not leave the examination room without the permission of the invigilators.

**Q May I go to the toilet during the exam?**

Only if it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time. Only one candidate can go to the toilet at any time.



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. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
  - sit an examination in the name of another candidate;
  - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other unauthorised material **is breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the 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.**

Effective from 1 September 2014

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