EXAM WEEK November 17, 18, 19
(Semester 2 2014)

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PREPARING for the Examinations

Why do we have them?
They offer you the chance to
• Give genuine focus to your studies.
• Gain experience in formal exam taking.
• Learn how to prepare.
• Do some planning by setting up a study timetable.
• Develop time management strategies, in your preparation as well as during the exam.

What should you do before Exam Week begins?
• Set up a study timetable. Your planner is a very useful tool for doing exactly that.
• Speak to your teachers.
• Place your exam timetable in a prominent place, such as the fridge, where you can refer to it.

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<th>Year 10 Exam Block (Semester 2)</th>
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<td>Mon Nov 17</td>
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All exams are at CityWide. Students begin and end the day at MacKillop.
• Make sure you know the day and time of each of your exams.

What are some things you can do to help?

1. *Ask your teacher’s advice on*
   - Topics to be tested.
   - Format of the exam, e.g. multiple choice/short answer/essay.
   - How long to spend on each question.
   - How best to prepare.
   - How to get some practice before the exam.

2. *Practise*

   Do as many similar questions as possible. Time yourself. It is always good to work under pressure as it brings out the best in you. Work out how many minutes you should spend on each question based on how many marks it is worth. Some questions are shorter than others so don’t spend 40 minutes on a 5 minute question.

3. *Develop a good plan or strategy*

   Draw up a study timetable. Allow enough time for all subjects and each topic. Be realistic, you cannot do 20 hours a day but there will be plenty of time after the assessments to catch up on the TV and others things you might have missed.

4. *Make your study time effective*

   - Organise your material so that you will be able to learn it and remember it better.
   - Do not just read over your notes.
   - Prepare lists, draw charts/diagrams, use graphic organizers,
   - Use colour to highlight key points.
   - Summarise work into a short list of points, prepare flash cards, etc. Most importantly, use them and test yourself.
   - Take regular breaks during study sessions.

5. *Help your memory*

   Few of us have a photographic memory or perfect recall. Do not try and remember huge amounts in one go. It is better to learn a few things at a time and keep revising them and adding to them. Use different techniques to help you, such as reading aloud, writing possible answers from memory, using mnemonics to help remember ‘chunks’ of information.

6. *Be organised for each exam*

   Know when and where your exam is, how long it will last and what you need to take with you.

7. *Exam techniques*

   Use the reading time wisely. Note how many marks are allocated to each question and work out your time plan. Decide which question(s) you will do if there are options and in
what order you will do them. Read the instructions carefully and don’t answer questions that you don’t need to.

8. **Answer the question**
   Read the question carefully. Highlight the key words. Take note of the action words, such as compare, describe or define. Take time to plan answers, even jotting down key points first.

9. **Stay calm**
   A bit of adrenalin helps you perform better but you do not want to get over excited or over anxious. Take a moment to do some deep breathing and remain calm. Focus on one question at a time. Work to your time plan. Remind yourself that tests are not everything.

10. **Attempt every criterion**
    It is essential you answer sufficient questions to ensure you cover all the criteria. Not attempting questions against a criterion will work against you.

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**RULES for the EXAMS**

**Admittance:** You will be admitted to the hall until a few minutes before the exam is due to begin.

**Exam papers:** In some cases the exam papers will be set out before you are admitted. In other cases, they will be passed out after you are seated.

**Entering the room:** On entering the room and until leaving it, you must not speak to, communicate or distract each other in any way.

**Unacceptable behaviour:** You may not give assistance to another student or allow another student to copy your work. Students may not borrow each other’s equipment or materials during the test so be sure to have all of the necessary materials that you need before entering the assessment room.

**The Supervisor:** If you need something, or have a question, raise a hand. Wait until the supervisor approaches before speaking.

**Using the toilet:** Students will not necessarily be allowed to use the toilet during the exam period. Make sure you use the toilet during recess and lunch. If you have an emergency, raise your hand and a supervisor will accompany you to the toilet.

**Remaining time:** Fifteen minutes before the end of the exam, the supervisor will announce the remaining time.

**Dismissal:** Unless otherwise directed, you are to remain in your seat until dismissed by the supervisor. Absolute silence is to be maintained until outside the exam room.

**Leaving early:** You may not leave the room early; therefore, make sure you have silent reading material with you in case you finish early.
**iPods/iPads:** Unless otherwise advised for a specific exam, there are no electronic devices other than the College standard calculator allowed during the assessment period.

**What to bring into the assessment/assessment:** Be sure to have any necessary materials:
- pen,
- pencil,
- eraser,
- calculator,
- clear drink bottle for water (optional)
- Silent reading materials.

If you finish the exam earlier than the allotted time, raise your hand. A supervisor will collect your test paper before you are allowed to access any other reading/study material. Do not begin any other study until your exam paper has been collected.

**UNIFORM REQUIREMENTS**

To attend an exam, you should be in your formal uniform unless exempted by your subject teacher for that exam.

**FOOD and DRINK**

*Food and Water:*

- No food of any kind is allowed to be eaten during the exam.
- Water may be brought into the room provided the water is in a clear plastic bottle with no labels and has a secure lid.
- Drink containers are not to be refilled during the exam period nor shared with other students.
- No time allowance is given as the result of any accident relating to drink containers, such as spillage of drinks.

**LINING UP BEFORE THE EXAMS:**

- For assessments at CityWide Function Centre, line up in the car park outside in alphabetical order according to your teaching group as appropriate to the subject being examined. Do not enter the main building until directed to do so by the teacher/supervisor.
- Enter the hall in silence when directed by a supervisor.