



## **Students: End of Year Assessment Instructions**

These instructions apply to internal end of year examinations taken in weeks 8 and 9 of cycle 3.

### **Preparing for the examinations**

- Attached is your exam timetable. You should go to the place indicated at the correct time.
- Any time where you do not have an exam, you should go to your normal lesson.
- It is expected that you are using your revision packs/ knowledge organisers to prepare. Spares are on the school website.
- By all means, ask your teacher for past questions or revision help. They will be happy to help you. There will also be revision lessons before the exams begin.

### **At the start of the examination**

- You should line up outside the classroom/ hall and enter in silence- exactly like an external exam.
- You need to have the usual equipment with you, including: black pen (and spare), a pencil and a ruler.
- You will be in a seating plan.
- Read the instructions on the front of the paper.
- Complete your personal details and write your class teacher's name for that paper on the front.

### **During the examination**

- A clock (analogue or digital) will be visible. Use this to manage your time.
- The teacher will write the start and end time on a board at the front of the room.
- You are expected to work in exam conditions until the papers are collected in. This means total silence, with no verbal or nonverbal communication between students.
- Any disruptions during the exam will be treated seriously: a verbal warning, written warning, then on call for any student involved. A detention will be set and the exam paper will be completed in the detention. The teacher will telephone home.
- We expect you to make a full, complete effort, to the best of your ability. You will receive 5 positives if you do so.
- In assessments less than one hour, there will be no toilet breaks, unless a pass is shown. In assessments longer than one hour, it is the teacher's discretion. We advise that you visit the toilet before school, at break time and at lunch time.
- Ours and your priority is the same: that the conditions are right so that every Tanfield student can concentrate and succeed to the best of their ability.

### **At the end of the examination**

- Ensure that you have written your name on the paper and any additional sheets.
- Remain in exam conditions until all papers have been collected in.
- Try to forget about it until you receive your feedback. Focus on staying calm and getting prepared for your next exam.

*Remember: we are all here to help you to succeed to the best of your ability. If you are worried or anxious (or even excited!), please share this with your advisor or year manager. Your teacher will be happy to help you with revision and in learning the knowledge/ skills that you will need to apply in the exams. You will feel most prepared if you have revised at home too. Let us know if we can help you with this. Good luck!*