



Park High School Exam Information Booklet





Introduction

At Park High School we like to support our students during all aspects of school life; as part of this we would like to offer some helpful hints and information so that you are prepared for the approaching exams.

This booklet offers information on:

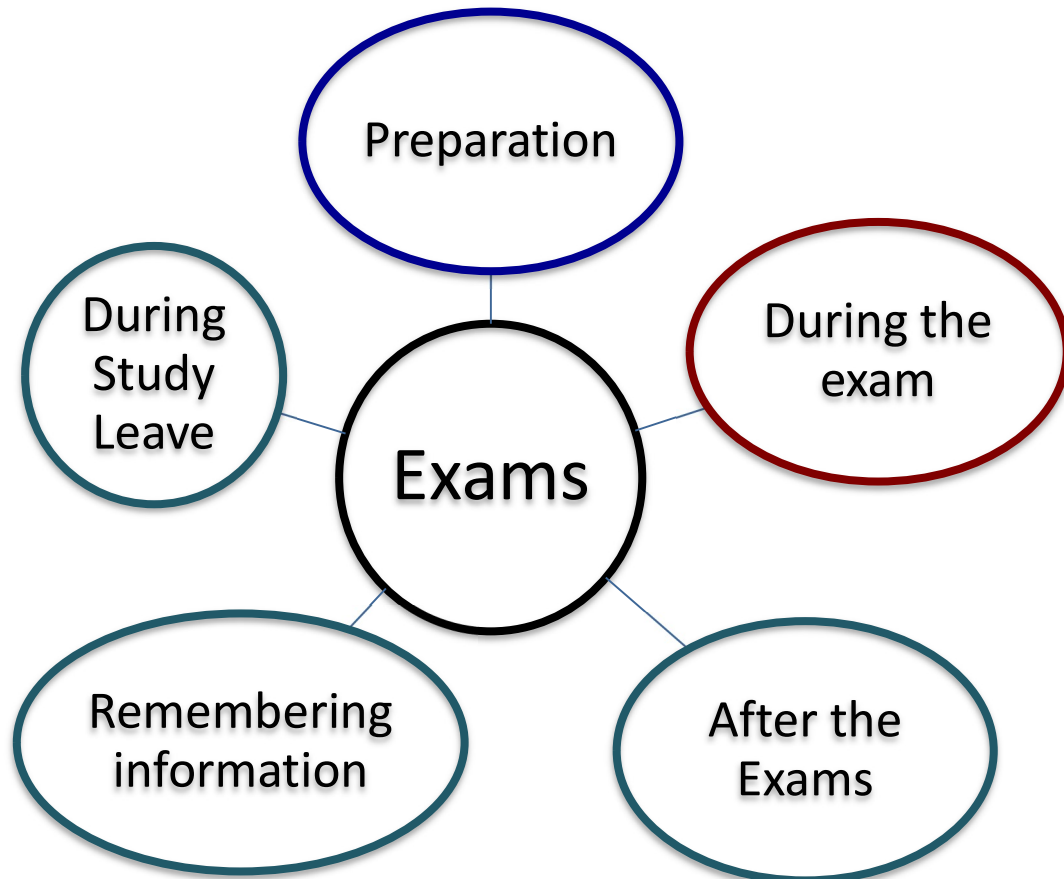
- Exam Techniques
- Exam Revision
- Stress Management

If you have any concerns about your son/daughter as the exams approach, please do not hesitate to contact the school.



Exam Technique

It is important to note that your son/daughter may feel apprehensive about the exams at any given point. Some examples are listed below:



Preparation

The students are expected to prepare for the exams. You can support your son/daughter by going through the list below and help them to be mentally prepared.

1. Create an revision timetable
2. Find out where the exams are
3. Make sure you know what time the exam starts and get there at least 15 minutes early
4. Have your ID (If required)
5. Check you have the right equipment e.g., pens, pencils, rubber, ruler, calculator (if needed) etc.



During the Exam

You can help your son/daughter by encouraging them to write clear, precise answers and keep re-reading the question.

After the Exam

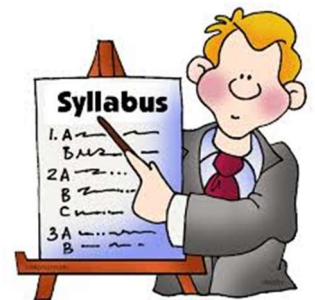
Try to make sure your son/daughter does not waste time worrying about how they have done and if they could have done better. Encourage them to relax and prepare for the next exam.

Revision Techniques

Making sure your son/daughter starts revision early, this helps to reduce the pressure later on.

Try to encourage your son/daughter to do the following:

- Make their own revision notes
- Condense their notes as much as they can
- Check the syllabus or ask a teacher
- Make sure they know the key topics
- Don't overdo it
- Take regular breaks
- Use a variety of revision techniques and find the one that works for them, a variety will reduce boredom
- Don't make pointless notes
- Use past papers
- Be confident
- Be Positive - a positive attitude will result in a positive result!

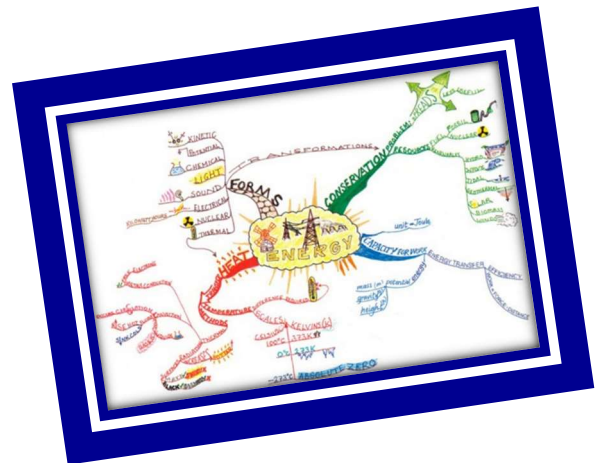




When planning a revision timetable with your son/daughter, make sure you try to include the following daily outlines and breaks. Encourage them to be realistic and set targets that you know they can achieve. If you think it will take them an hour to cover a topic, give them an extra 30 minutes.

Different ways of revising:

- Creating mind maps or diagrams
- Pictures
- Highlighters
- Creating notes
- Record yourself and listening to it
- Working where there are no distractions
- Working on your own
- Working in a group
- Reading your notes out loud
- Doing past papers against the clock



Revision Timetable Example

Revision Timetable									
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Subject	Sessions per week
9 – 10 am								English	
10 – 11 am								Maths	
11 – 12 am								Science	
12 – 1 pm								RE	
1- 2 pm									
2- 3 pm									
3- 4 pm									
4 – 5 pm									
5 - 6 pm									
6 – 7 pm									
7 – 8 pm									
8 – 9 pm								Breaks	





Stress Management

The exams can cause some students to become anxious. Here are a couple of tips to help your son/daughter deal with exam stress:

- It is important to get at least 8 hours of sleep a day.
- Take regular 20-minute breaks; don't try to cram too much information at one time.
- Make sure your son/daughter still has time for other activities.
- Create achievable goals for your son/daughter
- Eat regularly
- Drink plenty of water
- Take time to exercise
- Maintain a positive outlook
- Do some breathing exercise – close your eyes, sit back and control your breathing. Deep breaths in and out of your nose and counting to 5 each way.





Special Arrangements in Exams

Some students are entitled to special arrangements for exams. These arrangements normally take place away from the main exam hall. This could include only one or a few from the list below:

- Extra Time – normally 25%. This means that the students will have additionally time during the exams.
- A Word Processor (WP) - some students will be allowed to use a laptop to type their answers. This work is later printed and given to the exams board.
- A Separate Room – some students take their exams in a different room away from other students. The students are supervised by the invigilators.
- A Reader – this allows students to have questions read for them.
- A Scribe – this means an adult writes down exactly what the student has said and this work is then submitted to the exam board.
- A Prompt – some students are allowed a prompt to encourage them to stay on task.
- Rest Breaks – in some cases students will be allowed to have supervised rest breaks during the exams.

The SENCO, Mrs Kay in conjunction with staff, make sure students are aware of what they are entitled to.

If you have any questions or concerns about your son/daughter during the exam period, please contact us.