

IN THE EXAMINATION:

1. Make sure you read the instructions on the front of the question paper.
2. Fill in your name, candidate number, signature and anything else required on the question paper or answer booklet.
3. Make use of all the time allowed; think about dividing up the time between questions; try not to have a last-minute rush.
4. Answer the correct number of questions; attempt all the questions you are required to answer; remember the last part of a question often carries most marks.
5. Read through and check your answers if you have time.
6. If you have a choice of questions, read all the questions and carefully decide which ones you will pick.
7. Time spent planning answers is NEVER time wasted.
8. Think about the best way to answer a question – would a diagram or sketch be quicker and more effective?
9. At the end of the examination, make sure all your answers are correctly numbered.
10. Make sure you have filled in all the details on the front of your answer booklet including the question numbers
11. Make sure you have carefully attached any extra sheets and that these sheets have all your details on.
12. Make sure the invigilator has collected in all your work.
13. Then leave quietly and calmly. You are still under exam rules until you have left the hall.

***There is a lot to remember; if you forget some of this, do not worry –
staff are there to help, guide, direct and listen.
What the staff cannot do is take your exam for you!
You are responsible for your examinations.***

GOOD LUCK!