Exam Guidance Booklet
for Examinations
2018/2019

Centre Name: Selly Park Girls’ School
Centre Number: 20247
School Telephone Number: 0121 472 1238

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**Introduction**

It is the aim of Selly Park Girls’ School to make the examination experience as stress free and successful as possible for all candidates.

Please read the following information given through this booklet and ensure that you understand it. To ensure that your parent(s)/carer(s) understand and are aware of all the examination procedures and rules to follow in the event of any problems that may occur.

The examination boards set down a criteria which must be followed for the conduct of examinations and Selly Park Girls’ School is required to follow them precisely.

Examination rules and regulations are very strict regarding items that maybe taken into the examination room. If you break these rules you will be disqualified from the examination.

If you have any further questions that have not been answered or would like to receive some clarification on something that is mentioned in this booklet do not hesitate to ask.

Please contact:

**The Examinations Officer: Miss K Davies**

**School Telephone Number: 0121 472 1238**

**Remember…**

**We are here to help!**

**GOOD LUCK ☺**

**Contingency day – Summer 2019**

**Wednesday 26th June 2019** has been designated by awarding bodies (examination boards) as a ‘contingency day’ for examinations. This is consistent with the qualification regulators’ document exam system contingency plan in England, Wales and Northern Ireland.

The designation of a ‘contingency day’ within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies’ standard contingency planning for examinations.

**Therefore you must ensure that you remain available until after Wednesday 26th June 2019 should an awarding body need to invoke its contingency plan.**

**Before the examination**

**Examination Boards**

Selly Park Girls’ School uses the following Examination Boards:

* AQA
* Pearson/Edexcel Online
* OCR

**Centre Number**

On every examination paper there will be a space to write the schools centre number which is: **20247**

This will be displayed at the front of the examination room along with all information regarding the examination being taken.

**Candidate Name**

All candidates are entered under the name format **First Name, Middle Name/Initial and Legal Surname.** E.g. Joe M. Blogs

When entering personal details on each examination paper, place ensure that your name is written in full (Legal Forename and Legal Surname. **DO NOT** use abbreviations or nicknames.

**Candidate Number**

Each candidate will have their own candidate number (exam number) which contains 4 digits. This is the number that you will put onto all examination papers. It will appear on your seating card along with your name. **Please memorise your candidate number as this will also appear on the seating plans.**

**Contact Numbers**

Please make sure that School has at least one up to date contact number for you on our system.

**Where will you be taking your examinations**

Unless you are told otherwise you will be taking your examinations in the main hall.

**Where will you be sitting?**

For each examination there will be a seating plan that has been created by
the Examinations Officer. All pupils taking the examination will be sat in candidate number order.

The examination desks in the main hall will be set out in rows A-K. A being on the left hand side as you walk in and K being on the right hand side. The desks will be numbered 1-13 with the letter of the row in front of the number.

For each examination your seat/row number will more than likely be different for each of your examinations that you will be taking. A seating plan will be displayed for each examination on the windows to the doors of the back playground if you forget where your seat is. However your seat/row numbers for each examination will be displayed on your individual GCSE summer examination timetables.

By knowing where you are going to sit for each of your examinations helps you and your peers to be led into the examination hall, sat down and ready to start efficiently.

**Individual GCSE Summer Examinations Timetable**

All candidate undertaking their GCSE Examinations in summer 2019 will
receive an individual examination timetable.

This will indicate every subject that each individual candidate has been entered for and where applicable the level of entry will be stated. Most subjects now only include one level of entry, however, there are still a few subjects which have foundation and higher tiered entries.

Subjects with foundation and higher tiered entries include:

* French (Pearson/Edexcel online)
* Urdu (Pearson/Edexcel online)
* Russian (Pearson/Edexcel online)
* Maths (Pearson/Edexcel online)
* Combined Science (Pearson/Edexcel online)

When candidates receive their individual examination timetable they **must** check them very carefully.

What to check:

* Personal details (date of birth, spelling of names). These will appear on each certificate and once certificates have been awarded it may be difficult to change
* Entered for the correct examinations
* Correct tiers of entry

If you think that anything is incorrect or just would like to clarify anything please see Miss Davies, Mrs Bowker or Mr Arif.

**What to do if you identify you have two or more examinations timetabled at the same time (a timetable clash)**

A few candidates may have clashes where two or more subjects are timetabled at the same time. The school will make special arrangements for these candidates only. You must check your individual timetable and see Miss Davies, Mrs Bowker or Mr Arif if you are unsure what to do. If you think there is a clash on your timetable that has not been identified please see Miss Davies, Mrs Bowker or Mr Arif immediately.

**What equipment you need to bring to your examinations**

All pupils **must** ensure that they have all the correct equipment for each of their examinations.

The following equipment is essential:

* Black pen – you are only allowed to write in black pen throughout your examination papers. You should also have a few spares just in case one does not work or runs out
* Pencil (with spares)
* Colouring pencils (only if required)
* Pencil sharpener
* Rubber
* Ruler (30cm)
* Scientific calculator
* Protractor
* Compass

All the above equipment **must** be in either a transparent pencil case or a clear plastic bag. The school cannot provide pupils with equipment other than in an emergency.

If you bring anything other than what is mentioned above into the examination room this will be removed by an invigilator.

**Using calculators**

All pupils must be aware of JCQ awarding body instructions regarding the
use of calculators in your examinations.

Pupils may use a calculator in an examination unless prohibited by the awarding body’s specification.

The instructions of the question paper will say whether calculators are not allowed or if they are expected to be used in the examination. If the instructions do not include either of these statements, calculators are treated as standard equipment and may be used by candidates.

Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies’ regulations.

|  |  |
| --- | --- |
| **Calculators must be:*** Of a size suitable for use on the desk
* Either battery or solar powered
* Free of lids, cases and covers which have printed instructions or formulas
 | **Calculators must not:*** Be designed or adapted to offer any of these facilities:- language translators- symbolic algebra manipulation- symbolic differentiation or integration- communication with other machines or the internet
* Be borrowed from another candidate during an examination for any reason
* Have retrievable information stored in them, this includes:- databanks- dictionaries- mathematical formulas- text
 |
| **The candidate is responsible for following:*** The calculators power supply
* The calculators working condition
* Clearing anything stored in the calculator
 |

**During the examination**

**Examination room regulations**

Before each examination pupils will be giving a briefing from the Head of Department before a member of SLT (Senior Leadership Team) will escort pupils row by row into the main hall, with their coats/bags off, equipment out ready to start. There should not be any talking under no circumstances.

Once sat down in the correct seat and whilst waiting for all pupils to enter and sit down you **must** face the front at all times and be in absolute silence.

From the moment that you enter the examination room is the moment you are under formal examination regulations until you are given permission to leave by the invigilator.

You **must** listen and follow the instructions given to you from the invigilator at all times in the examination room.

On the projector at the front of the hall it will display:

* Centre number: 20247
* Exam subject and title
* Paper reference number
* Date of the examination
* Start and Finish time
* A digital clock will also displayed

Until instructed by the invigilator you should **not** touch the examination paper. The invigilator will instruct you to write you surname, forename, candidate number and centre in the relevant spaces on the front of your papers. Then to read the instructions carefully.

**Invigilation during your examinations**

As directed by JCQ awarding bodies invigilators must follow strict rules and regulations when conducting examinations.

Invigilators are in the examination room to supervise the conduct of the examination and to ensure that all pupils undertaking their examination do not commit any type of malpractice.

Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by both the invigilators, a senior
member of staff and the examinations officer.

If you have to be removed from the examination room due to any type of disruptive or malpractice behaviour the consequence may jeopardise all your examinations you have either taken or are going to take.

**Please note** that under no circumstances can an invigilator discuss the examination paper with you or explain the questions.

You should put you hand up if:

* You think you have the incorrect paper
* You do not feel well
* You need more paper

**Food and drink in the examination room**

Fizzy drinks, squash or food is **not** allowed in the examination room. You are allowed one bottle of water in a clear plastic bottle with the label removed.

Drinks bottles that are bought into the examination room **must** be placed on the examination desk at all times and **not** on the floor.

**What you should wear for your examinations**

Unless the Head Teacher (Mrs L Darwood) has said otherwise you **must** attend all your examinations in full school uniform. Just like you would on a normal school day.

**Where your personal belongings will be stored during your examinations**

All personal belongings **must** be placed at the front of the examination room apart from the equipment you require for you examination. Personal belongings must be placed neatly and not be blocking any walkway for pupils or invigilators.

**Attendance and arriving late to examinations**

All candidates are responsible for checking their own examination timetables and arriving at school on the correct day at the correct time. Candidates **must** arrive at school at least **20 minutes** prior to the start time of their examination. Please ensure that you have followed all instructions given to you on how you wait until you are invited into the examination hall either by an invigilator or a senior member of staff.

**Exam Times**

* Morning examinations start at 9.00am
* Afternoon examinations start at 1.00pm

Candidates who arrive late for an examination may still be admitted up to 1 hour after the official start time. Extra time may be added on (but not always guaranteed). If special consideration applies then you must speak to the Examinations Officer (see absence from examinations).

If you are going to be late for an examination you **must** contact school immediately on 0121 472 1238. It may still be possible for you to sit your examination depending on how late you are. However, it is important that once you have called school to inform you are going to be late, that you **DO NOT** use your mobile phone again unless in an emergency. We ask you to do this so that we can provide the awarding body with information that the security of the examination has been maintained.

**Absence from examinations**

If you are experiencing any difficulties during the examination period (e.g. illness, injury, personal problems) **please** inform Miss Davies, Mrs Bowker or Mr Arif at the earliest opportunity so help can be provided.

In **exceptional circumstances** candidates are allowed special consideration for absences from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate, parent(s) or carer(s). This evidence should be given to the Examinations Officer (Miss Davies) without delay in all cases where an application is to be made for special consideration. A self-certification form (JCQ/ME form 14) can be

obtained from the Examinations Officer which can be countersigned by your doctor or nurse.

For the award of a grade by special consideration, where a candidate misses part of an examination through illness or personal misfortune, a minimum of 25% of examination (including controlled assessments) must be completed.

Parent(s) / carer(s) and candidates are reminded that school will require payment of entry fees (approximately £30 per subject) should a candidate
fail to attend an examination without good reason and without informing school of the situation.

**Please note** that misreading your examinations timetable will **not** be accepted as a satisfactory explanation of absence.

**Alleged, suspected or actual incidents of malpractice**

The Examinations Officer will inform the awarding body immediately of any alleged, suspected or actual incidents of malpractice, involving a candidate or a member of staff, by completing the appropriate document.

**Do’s and Don’ts during examinations**

Examination rules and regulations are set in place by the Joint Council
Qualifications (JCQ). You **must** abide by these, if you break any of these you may be disqualified for not just one examination but all of them.

* Unless you are told otherwise you **must** wear full school uniform
* **Do not** attempt to communicate with or distract other candidates in the examination room
* If you have an alarm on your watch you **must** remember to turn it off or **do not** take it into the examination room with you
* If you are wearing a wrist watch you **must** remove it and place it on your examination desk
* Food, fizzy drink or squash is **not** allowed in the examination room
* You are allowed one clear plastic bottle of water with the label removed
* Drinks bottles **must** be on your examinations desk at all times, **not** on the floor
* If you need any specific food/drink for health reasons please speak to Mrs Bowker or Mr Arif
* You **must** write clearly in black ink. Unless the instructions printed on the front of the examination paper state otherwise, you **must** only use coloured pencils or ink for diagrams, maps or charts
* Ensure that you listen carefully to all instructions and notices given. You may think that it is the same instructions and notices that you have heard before, however, there may be an amendment to the examination paper that you will need to know about
* You **must** only write your answers in the designated sections of the answer booklet
* **Do not** draw graffiti or write offensive comments on the examination papers. If you do the examination board may refuse to accept your paper
* **Do not** write, draw graffiti or write offensive comments on the examination desks. This is vandalism and you will be asked to pay for any damage ***(Please be mindful that we have seating plans and can find out if anything has been done to the examination desks)***
* **Do not** write or have writing on your arms or hands as this may lead to malpractice concerns
* Ensure that you check the examination paper given to you is the
correct paper
* **Make sure** you read all instructions carefully
* Number your answers clearly
* All candidates **must** stay in the examination room. You will **not** be allowed to leave early. If you have finished ensure that any time remaining is used to check over your answers and complete everything correctly
* If you leave the examination room unaccompanied by an invigilator before the examination has finished, you will **not** be allowed back in
* All work **must** be handed in at the end of every examination. **Remember** to cross out any rough work (that you would not like to be marked)
* If you have used more than one answer booklet or loose sheets of paper, make sure that your personal details are on them and ask for a tag to fasten them together in the correct order
* Before you leave the room, invigilators will collect your examination papers and equipment. You **must** remain in absolute silence. You are still under examination conditions until you have left the building into the playground
* Question papers, answer booklets and additional paper **must not** be taken from the examination room
* You **must** remain seated in silence until you are told to leave the examination room. You **must** leave the room in silence and show consideration for other candidates who may still be working. It is possible that multiple venues will be used for multiple examinations of different lengths
* If the fire alarm or evacuation alarm sounds during an examination **DO NOT PANIC!** The invigilator(s) will instruct you on what to do. If you have to evacuate the room you will be asked to leave in silence and in the

order in which you are sitting in. You will be escorted to a designated assembly point. You **must not** attempt to communicate with anyone else during this evacuation. When it is safe for you to return to the examination room you will be escorted back. **DO NOT** start writing until the invigilator(s) tell you to continue. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident

* You **must not** take any stationary borrowed from the
examination room.
* Question papers, answer booklets used or unused, rough work or any other materials provided for the examination **must also not** be taken from the examination room
* Mobile phones **must not be brought into the examination room!** If a mobile phone or any other type of electronic communication or storage device such as: iPods, iPads, Smartwatches, MP3/4 players are found in your possession during the examination (even if it is turned off) you will be asked to hand it in. An incident report will be written and sent to the appropriate examination board. No exceptions can be made and candidates could be disqualified from the examination and/or future examinations

**The minimum penalties are as follows:**

* Device found on you turned **ON**  - disqualification for the entire subject award
* Device on you turned **OFF** – disqualification from the specific paper you are sitting at the time
* Phone rings during the examination **where ever it is in the room** the examination board must be informed and you might be disqualified from all the papers for the subject (including any already taken)

**After the examination**

**Notification of results**

GCSE results are available for collection on Thursday 22nd August 2019. You will be able to collect your result slips in the Main Hall. Timings will be confirmed nearer to the time.

If you would like any other person (including family members) to collect your results on your behalf, you **must** put your authorisation of this in writing to Miss Davies before results day.

In your written authorisation you must confirm your name, date of birth, address and form. You will also need to write the name of the person who will be coming to collect your results and sign at the bottom. Once completed you must hand this into Miss Davies so she has a record of this. When the person who you have given your authorisation to collect your results to comes into school they will need be asked for photo identification to prove it is the person who you have given authorisation to.

Under **no** circumstances will results be given over the telephone.

**Post results (Remarks - Resits)**

Selly Park Girls’ School does not enter former pupils for November resits. If you need to resit an examination you will need to speak to your college you have chosen to study at.

If after receiving your results and you wish to apply for a remark, please seek advice from a member of teaching staff and/or the Examinations Officer.

If you require your examination paper to be remarked especially if you are between 1 to 3 marks off the grade you was hoping for there is a process to do so. (There will be a letter detailing this information when you collect your results on results day, including the deadline date). If you would like to clarify or gain advice regarding remarks please speak to Miss Davies.

**Collection of certificates**

Your certificates will be available to collect from December 2019. A letter
will also be provided to you with dates and times within your results slip envelope.

Certificates will **not** be given to anyone other than the candidate
without the candidate’s written authorisation.

**Please be aware that Selly Park Girls’ School is only obliged to keep certificates for one year after issue after which time that can be destroyed. If candidates do not collect their certificates or have lost them, they will need make a direct application to the appropriate examination board who cannot issue a duplicate certificate but can supply an equivalent official statement of results. This will require proof of identity (such as birth certificates) and a substantial fee per examination board. You are therefore urged to collect your certificates and keep them safe!**

**Frequently asked questions**

**What do I do if there is a clash on my timetable?**

The school will re-schedule papers internally where there is a clash of subjects. Candidates will normally sit a paper, then have a short supervised break as directed by JCQ regulations. During this break you will be supervised and must not have any communication with other candidates. You will then sit the next subject paper, you will have to remain in isolation until both examinations are completed. If in doubt consult the examinations officer.

In extreme circumstances, you may need to be supervised overnight. Should this occur appropriate paperwork will be sent to you and your parent(s)/carer(s) which **must** be read, signed and returned to the examinations officer a minimum of two weeks before the examination is taking place.

**What do I do if I have the wrong paper?**

Invigilators will ask you to check the paper before the examination starts, if you think something is wrong put your hand up and tell the invigilator immediately. The invigilator will then check with your teacher and/or the examinations office.

**What do I do if I forget my candidate number?**

All candidate numbers are printed onto the seating cards placed on your desk. Invigilators will be able to help you if you ask them.

**What do I do if I forget the centre number?**

The schools centre number will always be provided to you at the front of the examination room and it is also displayed on your seating care.

Centre Number: **20247**

**What do I do if I feel ill during an examination?**

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during the examination and you feel like this may affect your performance. The invigilator will inform the examinations officer.

**What do I do if I have an accident or I am ill before the examination?**

You must inform the school at the earliest possible opportunity so we can
advise and help you. In the case of an accident that means you are unable to write, it may be possible to provide you with a scribe to write your answers but we need as much notice as possible. You may obtain medical evidence from your GP or hospital if you wish the school to make an appeal for special consideration on your behalf.

**What is special consideration?**

Special consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for special consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and NO feedback is ever provided by examination boards.

Candidates will only be eligible for special consideration if they have been fully prepared and covered the whole course, but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Example of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The examinations officer **must** be informed immediately, so that necessary paperwork can be completed within 7 days of the last examination session for each subject. The candidate will be required to provide evidence to support such an application.

**I am late, can I still sit the examination?**

Even if you are late, it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to reception. A member of staff will escort you to the examination room. You **must not enter** an examination room without permission after an examination has begun/ it may not always be possible to allow you extra time if you start late.

You should also be aware that if you start the examination more than one hour after the published starting time, the school **must** inform the examination board and it is possible that they may decide **not** to accept your work.

Please ensure that you allow time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

As mentioned in the attendance at examinations section, if you are
going to be late for an examination you **must** contact school on
**0121 472 1238** immediately. It may be possible for you to sit the examination
depending on how late you are. However, it is important that once you have called the school that you **DO NOT** use your mobile phone again unless in an emergency. We ask you to do this so that we can provide that the security of the examination has been maintained to the examination board.

**I miss the examination, can I take it on another day?**

You **cannot** take an examination on another day if you have missed it. Timetables are regulated by the examination boards and you **must** attend on the given date and time.

**Do I have to wear school uniform?**

As mentioned previously, you **must** wear school uniform unless you are told otherwise by the Head Teacher.

Normal school regulations apply to uniform, hair, jewellery, make-up etc...

**What equipment should I bring to my examinations?**

All candidates need to ensure that they have all the correct equipment with them for each examination they attend.

All equipment brought into the examination room should be in either a transparent pencil case or a clear plastic bag. If your equipment is not in either of those you will be asked to remove your equipment you require before you sit down.

The following equipment is essential:

* Black pen – you are only allowed to write in black pen throughout your examination papers. You should also have a few spares just in case one does not work or runs out
* Pencil and pencil sharpener
* Rubber
* Ruler (30cm)
* Colouring pencils – Only if it states you are allowed to use them for diagrams, charts etc…
* Scientific calculator
* Protractor
* Compass

The school cannot provide candidates with equipment other than in an emergency.

Correction pens are not allowed within the examination room. You should cross out the wrong answer neatly and write the correct answer underneath.

**How do I know how long the examination is?**

The length of the examination is shown in minutes on your individual timetables under the heading ‘duration’. Invigilators will tell you when to start and finish the examination. The start and finish times will be displayed at the front of the room along with the time (digital form), centre number, date, what the exam is and paper reference number. (This will happen in all rooms that examinations are taking place).

You will also get given a 5 minute warning before the examination
finishes. Please make sure you use this time wisely, if you have finished
make sure you check your answers through. If you have missed any questions out and you do not know the answer take a guess, you never know you may be right.

**Can I leave the examination early?**

It is not school’s policy to allow candidates to leave the examination room early, as this is disruptive to other candidates who are still working through their exam.

**What do I do if the fire alarm goes?**

The examination invigilators will tell you what to do. It is important that you do not panic. If you have to evacuate the examination room you must leave everything on your desk and leave the examination room in silence. You must not attempt to communicate with any other candidates during the evacuation as this can be classed as malpractice.

**Can I go to the toilet during an examination?**

If it is absolutely necessary. You will be escorted by an invigilator.

**If I have more than one examination on a day can I get lunch at school?**

Pupils who have examination in both morning and afternoon sessions may obtain lunch from the dining hall in the usual way or a packed lunch.

**Why do I need to check the details on my examination timetable?**

The details on your timetable will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause problems if you are asked to show your certificates to a potential employer, college/university or at some time in the future. You should also check that the subjects and tier of entry are correct and that no subjects are missing.

**What happens if I am entered or withdrawn late for an examination,
or my tier of entry changed?**

If you have been entered or withdrawn from an examination late, or had your tier of entry changed, these may not be reflected on your individual examination timetable. Any changes that may occur as a result of discussions with teachers should be confirmed with the examinations officer, so that a new timetable can be issued.

**I am entitled to extra time and/or other access arrangements (reader/scribe) – how will this affect the way I take my examinations?**

Some pupils receive access arrangements. Where possible such candidates will be seated together to minimize disturbance from other candidates who finish earlier. This will not always be possible and pupils who have extra time only may have to be seated in venues with pupils without access arrangements. This is due to limitations on examination venues.

**What do I do if I don’t get the grades I need for college?**

Teaching staff and the examinations officer will be available to advise on Results Day. If you feel strongly that it is necessary to make an enquiry about your result you should consult your subject teacher to obtain advice. Post results services are available until the end of September 2019 (date to be confirmed) and advice should be sought initially from your teachers before approaching the examinations officer.

Re-marks of the examinations can result in your marks going down as well as up or even staying the same. Re-mark results must be submitted to the examinations officer to process them.

**Why can’t I bring my mobile phone into the examination room?**

Being in possession of a mobile phone (or any other electrical communication device e.g. IPod, IPad, smartphones, smartwatches, headphones) is regarded as cheating and is subject to severe a penalty from the examination boards.

If there is any emergency that requires that you bring a mobile phone to school, you must switch it off and hand it to the invigilators when entering the examination room. You are responsible for collecting it at the end of the examination and the school accepts no responsibility for loss or damage to personal items.

**The minimum penalties are as follows:**

* Device found on you turned **ON**  - disqualification for the entire subject award
* Device on you turned **OFF** – disqualification from the specific paper you are sitting at the time
* Phone rings during the examination **where ever it is in the room** the examination board must be informed and you might be disqualified from all the papers for the subject (including any already taken)

*Any further queries, please speak to Miss Davies, Mrs Bowker or Mr Arif.*

**Good Luck!**

**Information for Parents**

General Certificates of Secondary Education (GCSEs) are internationally recognised awards given to subjects who achieve a pass grade in their exams. GCSEs are taken by pupils in England and Wales. Where schools will cover subject material which is more advanced than the Key Stage 3 (KS3) curriculum. However, it is less intense than A-Level and other higher education qualifications.

All pupils will **have** to study 3 mandatory subjects at GCSE level which are:

* English Language and English Literature
* Mathematics
* Science (Biology, Chemistry and Physics)

In order to organise productive revision sessions which cater to your daughter specific academic needs, it is helpful if you can ascertain your daughters’ preferred learning style. It has been scientifically proven that there are seven different learning styles. These include:

* Visual – the use of pictures or images to remember and recall information
* Aural – the use of sound and music to remember and recall information
* Verbal – the use of words, both in speech and writing to remember and recall information
* Physical – the use of physical actions to assimilate information. For example: associating facts and figures with body or hand gestures
* Logical – the preferred use of logic, reasoning and systems to assimilate information
* Social – working best in groups or with other people
* Solitary – preferring to work alone and use self-study

As a result, it is important that you address this with your daughters to a diverse range of revision practices in order to ascertain which method is most effective for them at retaining knowledge. Your daughters may already know their own learning style. However, if you encourage and show them that you are interested in their learning will encourage them to use it more and more.

There are many techniques that are extremely popular. To encourage
your daughters to enjoy learning and revising for their exams, try all the different learning style methods to see which one is the most successful.
This is a way that you can sit together but your daughter is learning and revising for her exams in a fun way. This will most likely help her more as she will remember how fun it was to learn.

During your daughters’ examination period, it is crucial that they are equipped with the necessary equipment in order to perform well during their examinations. It is also important that they are completely aware of examination procedures, rules and regulations. (These are all included in this booklet).

**How can you as parents make a difference throughout your daughters’ toughest time of her school life?**

You do not have to be an expert in any of the subjects your daughter chooses to study to make a real difference. You also do not need to give up your life and other responsibilities to make that real difference.

One of the hardest demands on pupils is that of understanding the long-term importance of doing the best that they can, and learn to stop short term fun at times in the interest of the long term benefits.

Children will also differ in their levels of maturity, their ability to take responsibility for their learning, organisational skills and levels of motivation.

This is where you as parents come in and help to support, encourage and interest your daughters into motivating their ability to cope with the academic and organisational demands of the examination period.

**Keeping your daughters motivation up**

If your daughter asks you for support, encourage them by helping them to see the difficulties in perspective. Teenagers often take an all or nothing approach to difficulties.

Agree the balance between work and social life and stick to the agreement. Flexibility is the key. If a special night comes up, agree that they can make up the work at a specified time.

All pupils fall behind, feel demotivated or overwhelmed, or struggle
with the balance of social, work and school demands at times. Talk to them about the issues, acknowledge their feelings and adopt a sensible attitude in wanting to find a solution.

**The night before the examination for parents**

Help prepare your daughter for their examination. Encourage them to talk about when it starts, how long it is, what are the main topics that may come up. Try to minimise any stress as they may have worked all day/evening and have come downstairs to relax.

**Help them to review and move on**

It is important that your daughter does not stress over examinations that have gone. Ask them how the exam went and then ask what their next exam is and help them to focus on it by asking what topics they think might come up on the exam.

**Learn a bit yourself**

If you are unfamiliar on a subject or topics or even how exams work now, why not learn a bit yourself? Have your daughter relay the information they have learnt back to you, help them with flash cards or act as the invigilator whilst they sit past exam papers. If they feel like you are getting something out of it and genuinely interested they are more likely to want you to help with their revision.

**Watch for signs of frustration**

It is important that your child is in the right frame of mind for revising. If they are struggling over something in particular, it may be best to park it for the night, reassess the next day and break it down into manageable chunks. Be sure to ask them how their exam went, then shift their focus to what is coming up next and encourage them to stay in appositive mind set.