

Exams Preparation Tips

Some quick tips to ensure you are heading to the Exam Room fully prepared.

Created by Exams Team

Lack of preparation can do this?

Exam already started, I'm late!



Oops! It's a 2 hour exam, I have only got 1 hour parking!



Yikes! This needs a black pen not a pencil!

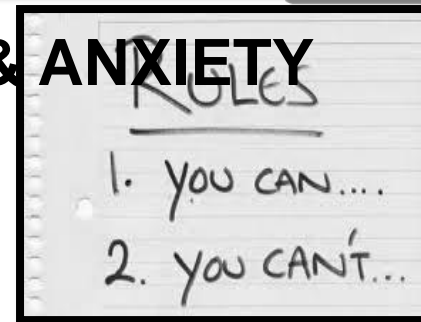


I can't find the exam room!
Lost and late!



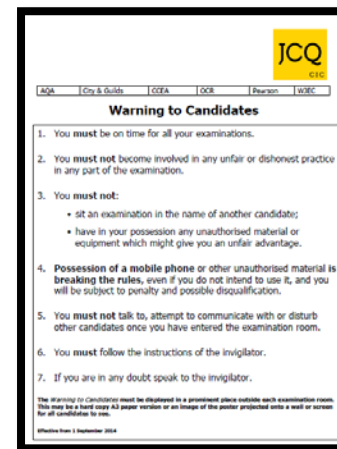
Why are the Invigilator(s) being so strict!

EXAM STRESS & ANXIETY



Exam Rules and Regulations

- Familiarise yourself with the Examinations Rules and Regulations before your examination.
 - > These can be found on the [Exams - Kirklees College Website](#).



Remember, failure to comply with Rules and Regulations can lead to **DISQUALIFICATION**.

Student Identification

- The Invigilator(s) have to check your Candidate ID before they can allow you to take your exam.



- ☞ Make sure you have your Candidate ID badge with you when you arrive for your exam.
- ☞ This will prevent unnecessary delays and further anxiety.

Equipment and Materials Required

- The Exams Office will not provide any equipment. However, you can purchase equipment at the Customer Service/Main Reception counter.
 - > Common equipment needed:
 - Black pen(s)
 - Pencils (HB)
 - Erasers
 - Ruler
 - > Some examinations allow calculators and text materials but ensure you have checked beforehand.



☞ Make sure that you know what equipment you are going to need for your examination in advance.

How long will it take to get into the exam room?

- This will depend on the number of candidates taking the examination at the same time and room.
- The Invigilator(s) have to check each student before assigning them a seat therefore please be patient.
- Please arrive at least 20 minutes prior to the examination start time. For larger GCSE examinations, please arrive at least 30 minutes before examination start time.

How long do I need to stay?

- You must plan to stay for the full duration of the examination.
- If you finish early, make sure you use the time to check through your answers.
- Please remember, there are other candidates for whom the examination is just as important.

How long will it take to get out of the exam room?

- The Invigilator(s) have to ensure all information has been completed properly.
- They must collect everyone's exam papers before letting you go.
- Please be patient and allow at least 15 to 30 minutes after the end of the examination to leave the exam room.

Cheating and Malpractice – the consequences

- The exam boards take all instances of cheating very seriously.
 - > If you are caught cheating, you will be reported to the exam board and may be disqualified.
 - > This may affect all the candidates in the exam room.
 - > This can also affect the reputation of the College.



👉 **Cheating will not lead you anywhere, be confident of your own preparation and performance!**

How will I be notified of the examination?



- Candidates will receive confirmation from their Tutors.
- You can check your timetable on your [Student Proportal](#) account (you will only be able to do this from College)
- The Exam Timetable is posted weekly on the [Exams Website](#).

GCSE Examination Notification

- GCSE candidates will receive a text message confirming:



- > Time
- > Room
- > Venue – including postcode
- ☞ Please ensure that your mobile number has been recorded accurately on your college record.
- ☞ You can check at the Reception Desk and amend your personal details if they have changed.

Access Arrangements

- If you have special requirements and have not received confirmation of this before your examination:
 - > Check with your tutor if the Exams Office have been made aware of this.
 - > Or you can check directly with the Exams Office on 01484 437038.



Behaviour and Values

- The College Behaviour and Values apply to all students even during examination.
- Any violation of the code of conduct will be reported and dealt with accordingly.

Student Charter 17-18

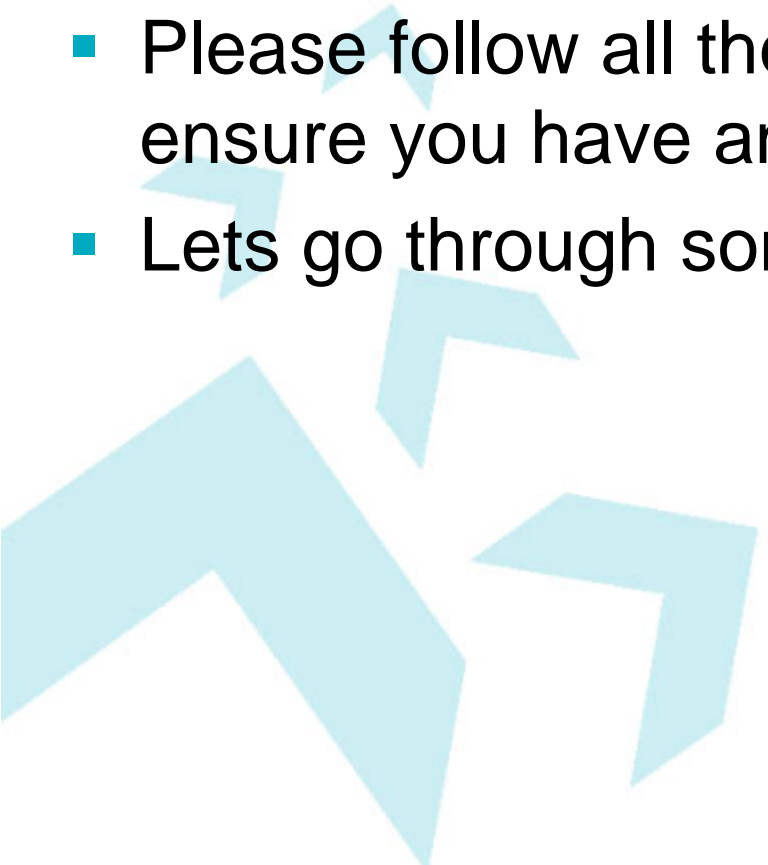
CODE OF BEHAVIOUR

We expect everyone to behave well, not just in college, on trips, on visits. We and staff to agree to and follow the following

Positive behaviour



In the Examination Room

- As soon as you step into the exam room, exam conditions will apply.
 - Please follow all the rules and regulations to ensure you have an excellent exams experience.
 - Lets go through some key reminders.....
- 

In the Examination Room – Mobile Phones

Please do not bring with you mobile phones, iPODs, MP3/4 Players, Smartwatches or any web-enabled sources of information.

If you do, you must switch off any devices including any alarms and leave these in your bag.



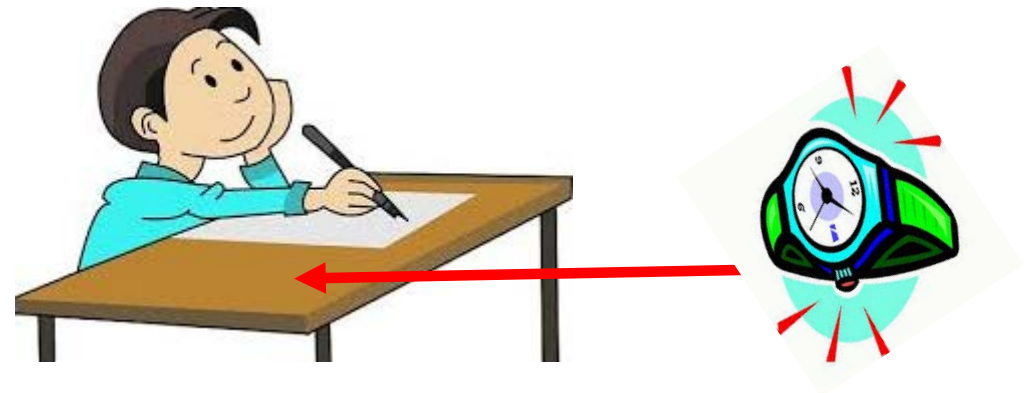
Possession of unauthorized items is a serious offence and could result in **DISQUALIFICATION**.

In the Examination Room – Smartwatches

NO SMARTWATCHES ALLOWED IN EXAM ROOM



Watches must be removed and placed on your desk.



Failure to comply may lead to **DISQUALIFICATION**

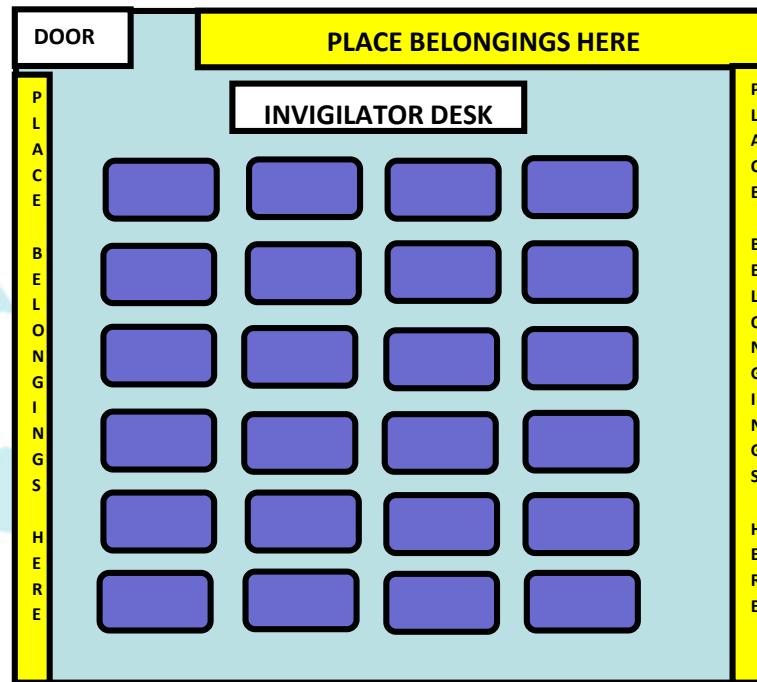
In the Examination Room – permitted materials

- Only drinks in clear and unlabelled plastic bottles allowed. These must be kept on the floor at all times.
- Ensure you have a clear plastic pencil case to hold all your stationery.
- Ensure that your calculator has no lid, leave any calculator lid in your bag.



In the Examination room

- Place your belongings either at the front of the room or at the sides, please do not scatter them around.



👉 All belongings are left at your own risk.

Customer Service Counter – Stationery Available

Customer Service/Main Reception counters at both Dewsbury and Huddersfield Centre, now sell essential stationery at very reasonable prices.

So in case you have forgotten your stationery, head to the Reception Area!





**KIRKLEES
COLLEGE**

PENCIL CASE PACK

Available to buy from reception (HC and DC only)
Note: no refunds



PACK CONTAINS:	
Pencil case *Meets Exams Regulations*	Bic Black Pen
Bic Blue Pen	Ruler 15cm
Pencil	Eraser
Pencil Sharpener	Highlighter

Products may vary in appearance



**ONLY
£1.50**

GCSE MATHS PACK

Available to buy from reception (HC and DC only)

Note: no refunds



PACK CONTAINS:

- A4 Budget Notebook (Spiral Bound)
- Bic Black Pen
- Pencil
- Pencil Sharpener
- Metal Compass
- Pencil case *Meets Exams Regulations*
- Plastic Ruler 30cm
- Eraser
- Protractor
- Casio Scientific Calculator

Products may vary in appearance

**ONLY
£11**

STATIONERY PRICE LIST

Available to buy from reception (HC and DC only)

Note: no refunds



KIRKLEES
COLLEGE

PRODUCT CODE	ITEM	PRICE
706.373	A5 LYRECO SHORTHAND NOTEBOOKS	£0.50
3.336.077	A4 BUDGET NOTEBOOK	£0.85
426.8262	A4 COLOURED SOFT RINGBINDER	£1.50
707.241	A4 LYRECO REFILL PAD	£0.99
150.031	A4 PROJECT FILES	£0.35
715.933	A4 RINGBINDER - BLACK/BLUE	£0.69
1.949.595	BADGE REELS	£1.00
785.273	PEN - BLACK	£0.30
785.284	PEN - BLUE	£0.30
3.872.627	PEN - GREEN	£0.30
785.295	PEN - RED	£0.30
311.0419	CASIO FX-83 SCIENTIFIC CALCULATOR	£8.00
ALSLW	COLOURED OVERLAY READING RULERS	£1.00
144.405	ERASERS	£0.20
2.519.142	FILE DIVIDERS (5 PART)	£0.45
2.524.801	FILE DIVIDERS (12 PART)	£0.75
150.935	HIGHLIGHTER PEN	£0.40
127.064	LYRECO PENCIL HB	£0.10
756709	METAL COMPASS	£0.50
705471	PENCIL CASE 200mm	£0.80
705472	PENCIL CASE 300mm	£1.00
785.581	PENCIL SHARPENER	£0.20
334.3378	POCKET CALCULATOR (LYRECO)	£3.00
710954	PROTRACTOR	£0.50
317.948	PUNCHED POCKETS	£0.03 each
4.675.576	RULER (15cm)	£0.20

Exams Student Surveys



- Every year, we ask students taking examinations to provide us with their feedback and suggestions.
- Your feedback is very important for us. Please do continue to provide us with your views and suggestions for how we can continue to provide an excellent service.

2016-17, 99% students agreed that they had a -- good exams experience overall.

You Said, We Did



You Said

Respondents suggested that for GCSE Examinations, they be allocated same room as their classmates.

We Did

For GCSE Examinations, venue and rooms will be allocated using class registers, so that you are in the same group as your classmates.

Exam Student Survey – Why?



In the Student Exam Survey, a common question was, why equipment is not provided to students for examinations.

Answer

Due to the volumes and variety of examinations taking place it would be impossible to provide the relevant equipment to every student.

You must remember to check with tutors what equipment you are allowed to bring for your exam in advance. The Reception also sell essential stationery at very reasonable prices that you can purchase on the day.

And for yourself..

- Refer to the [Examination Preparation Tips](#).
- Ensure you have a good night's sleep.
- Make sure you have eaten well.
- Be confident and positive.
- Remain calm, the staff in the exam room are there to help you if you have any problems..
..except, of course, with the answers!!

