ST AUGUSTINE'S SCHOOL

Examinations

Student Handbook

2026/27

This handbook is reviewed and updated annually

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St Augustine's School is committed to ensuring that candidates are fully briefed on the examination and assessment processes in place in the school and are made aware of the required JCQ/awarding body instructions and information for candidates.

The purpose of this handbook is to guide students through the examination and assessment process and procedures and to provide answers to questions that you may have.

Exam Entries

Entries are made in February. Candidates will be asked to check that their personal details are correct (legal name, date of birth) as these details are used for certification later. You will be asked to check that your statement of entry form is correct and to immediately contact the Exams Officer if there are any errors.

Personal Data

Awarding bodies collect information about exam candidates. To understand what information is collected and how it is used, you should read the **Summary Privacy Notice** located on the noticeboard and available on https://sasyorks.org/exams.

Copyright

- The copyright of any work created by a candidate that is submitted to an awarding body for assessment (referred to as Assessment Materials) belongs to the candidate
- By submitting this work, a candidate is granting the awarding body a non-exclusive, royalty-free licence to use their assessment materials (referred to as Assessment Licence)
- If a candidate wishes to terminate the awarding body's rights for anything other than assessing his/her work, the awarding body must be notified by the centre and it is at the discretion of the awarding body whether or not to terminate such rights.
- Students can access exam materials (including scripts) through the access to scripts arrangement.

Non-Examination assessments

You must refer to the JCQ information for candidates – non-examination assessments (2025-26) which has already been shared with you by your teachers and is available on https://sasyorks.org/exams.

Controlled assessment will provide you with an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopaedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.

The regulations state that:

- the work which you submit for assessment must be your own;
- you must not copy from someone else or allow another candidate to copy from you.

Research and using references

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://www.geocases2.co.uk/rural1.htm downloaded 5 February 2018.

...Where computer-generated content has been used (such as an AI Chatbot), your reference **must** show the name of the AI tool used and should show the date the content was generated. For example: ChatGPT 3.5 (https://openai.com/blog/chatgpt/), 25/01/2026.

You should also reference the sources used by the AI tool in generating the content.

You **must** retain a copy of the question(s) and computer-generated content for reference and authentication purposes in a non-editable format (such as a screenshot) and provide a brief explanation of how you used it. This

must be submitted with your work for final assessment so that your teacher can review the work, the AI-generated content and how it has been used...

If you copy the words or ideas of others and don't show your sources in references and a bibliography, this is called plagiarism and is considered cheating. Plagiarism involves taking someone else's words, thoughts, ideas or outputs and trying to pass them off as your own. It could also include AI produced material. It is a form of cheating which is taken very seriously. Do not be tempted to use any pre-prepared or generated online solutions and try to pass them off as your own work.

When you submit any work for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations. If there is anything that you do not understand, you must ask your teacher.

Please also see St Augustine's School Managing Behaviour Policy and/or Malpractice Policy (Exams) and/or the JCQ AI poster for students available https://sasyorks.org/exams.

Preparing your work – good practice

Your teacher will tell you when, where and how the assessment/coursework will take place and they will answer any questions you may have about it. They will also inform you of your centre assessed marks as you are allowed to request a review of the centre's marking before marks are submitted to the awarding body.

If you receive help and guidance from someone other than your teacher, you must tell your teacher who will then record the nature of the assistance given to you.

You must not write inappropriate, offensive or obscene material.

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Do not leave it lying around where your classmates can find it. You must always keep your work secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following appropriate penalties will be applied by the awarding body:

- the piece of work will be awarded zero marks;
- you will be disqualified from that component for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK

Written Exams

You must read the JCQ information for candidates for written exams and further briefing notes for candidates, both of which will fully prepare you for your exams.

The Year 11 mock timetable will be distributed prior to the exams. It details all of the exams that students are sitting this year. Depending on your options you will not be sitting every exam listed in the plan. You and your parents will be issued with your Summer GCSE exam timetable next year. The timetable will ensure you know the date, time, location, subject and tier and seat number for each of your exams. There will also be a link to the mock and full exam timetable on https://sasyorks.org/exams.

If you have two exams scheduled for the same session (a timetable clash) then the Exams Officer will advise you of the measures that will be taken to ensure you can sit both exams either within the same day or after an overnight supervision arrangement.

Contingency Day – Summer Series

The awarding bodies have designated 'contingency days' for examinations.

The designation of a 'contingency day' within the common examination timetable is in the event of a national or local disruption to examinations. In the highly unlikely event that there is national disruption to a day of examinations in the summer series, the awarding bodies will liaise with the qualification regulators and the DfE to agree the most appropriate option for managing the impact. Centres will be alerted to reschedule the exams and the affected candidates will be expected to make themselves available in such circumstances.

Candidates and parents will be made aware of any contingency days so that they may take it into account when making their plans for the summer. Awarding bodies will not insist upon candidates being available throughout the entire timetable period, however the school requests that students are available on the scheduled contingency day.

The national contingency day is Wednesday 23 June.

Where you will take your exams

- Written examinations will normally take place in the gym with some students with special access arrangements located in smaller classrooms in H Block. The Exams Officer will let candidates know where they will be sitting beforehand.
- You must be in school at least 15 minutes before the advertised start time to enable seating procedures to be carried out efficiently, and to allow for any unforeseen room changes. You will be expected to wait quietly in the designated area until invited to enter the exam room.

For supervised, controlled assessments candidates will likely be seated in their normal classroom depending on what type of assessment it is. Teachers will be able to confirm the location and seating arrangements beforehand.

What time your exams will start and finish



For general qualifications the published starting time of all morning examinations is 9.00am, and the published starting time of all afternoon examinations is 1.30pm.

Examinations can start by up to 30 minutes earlier than, or later than, the published starting time for the session. To maintain the security of the examination, unless they are involved in special arrangements, all candidates sitting general qualifications examinations must start:

- no earlier than 8.30am and no later than 9.30am; and no earlier than 1.00pm and no later than 2.00pm.

Supervision during your exams

Invigilators must supervise the candidates throughout the whole time the examination is in progress and give complete attention to this duty at all times. They must be vigilant and remain aware of emerging situations, looking out for cheating and malpractice or candidates who may be feeling unwell. Any irregularities must be recorded. They are required to move around the assessment area quietly and at frequent intervals. The briefing for candidates guide states the role of the invigilator and their supervisory duties.



During a practical examination, candidates may need to move around and spoken instructions may be necessary. These must be limited to those which are essential to achieve the objectives of the examination.

Exam room conditions

You are under formal examination conditions from the moment you enter the room in which you will be taking their examinations until the point at which you are permitted to leave.

Candidates must not talk, try to communicate with or disturb any other candidate. Failure to follow exam conditions is considered malpractice and could result in disqualification for all subjects.

If there is a problem, candidates should raise their hand to attract an invigilator's attention who will help while following standard regulations. Candidates must listen to and comply with everything the invigilator tells them.

Seating Arrangements and Candidate identification

Where a candidate sits will be determined by their candidate number. A daily seating plan for the gym and smaller rooms, plus any instructions needed for the AM and PM exams that day, will be displayed on the exam noticeboard in the main corridor outside the boardroom.

- The candidate will sit at the desk where they will find an ID card with their name, candidate number and photo on it. If your ID card is not where it should be you will be asked to follow the instructions of the invigilator to resolve the problem. Invigilators are able to establish the identity of candidates by these ID cards with your exam entry details. These are cross checked with the school database, seating plans and attendance registers from the awarding bodies.

What equipment you need to bring to your exams

You should bring all the equipment you need into the exam in a transparent pencil case. Mathematic measuring equipment will be provided. Where calculators are required for an examination, students should bring their own, regulation-compliant equipment.

During the exam, should you find yourself missing equipment that the exam requires, inform an invigilator and they will get it for you. Your belongings may be stored in the large trolleys available in the hall or H1 prior to entering the exam room.

If candidates enter the exam with any unauthorised equipment, they must inform an invigilator immediately who will take it, store it and give it back at the end of the exam. If candidates have any unauthorised materials in an examination (whether or not they intend to use it), it can be considered malpractice. You should familiarise yourself with the Unauthorised Items Poster for candidates also available on https://sasyorks.org/exams.

Food and Drink

You may bring in plain water in a clear sports cap bottle with all labels removed. No food items are permitted.

What to do if you arrive late for an exam

A candidate who arrives after the start of the examination will be allowed to enter the examination room, sit the exam and be allowed the full time for the examination. A report will be sent to the awarding body explaining the reason for a very late start and candidates should note that the awarding body may not accept their exam paper.

What to do if you are unwell on the day of an exam

If a candidate is unwell on the day of an exam they must still attend and attempt to complete the exam.

- Candidates should let the invigilator know they are feeling unwell so the invigilator is aware and ready for any potential situations.
- If you become unwell during the exam, the invigilator will escort you the medical room if required.

If you are too unwell to attend the exam you must inform the school office and complete a self-certification form within 3 days as this will be used along with any other medical evidence you can provide.

Special Consideration

- Special consideration is a post-examination adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or some other event outside of the candidate's control at the time of the assessment, which has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.
- Special consideration can only go some way to assist a candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in examinations. It cannot remove the difficulty faced by the candidate. Only minor adjustments can be made to the mark awarded because to do more than this would jeopardize the standard of the examination.

Depending on the severity of the illness or other difficulties faced by the candidate, you may be eligible for post examination special consideration. Please note that these are only applied in exceptional circumstances which is why candidates must ensure they attend and complete the exam even if unwell. If a candidate fails to attend and no special considerations are deemed appropriate by the awarding bodies, the candidate will obtain no marks. Special consideration covers instances of:

- temporary illness or accident/injury at the time of the assessment;
- bereavement at the time of the assessment;
- domestic crisis arising at the time of the assessment.

The decision to apply special considerations is made by the awarding body who will base the decision on various factors. The candidate must have been fully prepared and covered the whole course prior to the exam for special considerations to be applied.

What happens in the event of an emergency in the exam room

In case of an emergency such as a fire alarm, candidates should listen carefully to what the invigilator says **in silence**. They will instruct all candidates to:



- Stop writing and close your question paper and script
- Leave all question papers and scripts in the examination room
- Remain under exam conditions
- Only leave the exam room when the invigilator instructs you to do so by the nearest exit.
- Line up at the fire assembly point
- Wait under formal exam conditions while supervised
- Listen while the attendance register is checked
- Go back and be seated in the exam room when the emergency is over
- Continue with the exam

Candidates will be allowed the full working time set for the examination and the invigilator will inform the candidates of the new end time.

Alleged, suspected or actual incidents of malpractice

Malpractice means any act, default or practice which is a breach of the Regulations or which:

- compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate; and/or
- damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre

This includes not following the instructions of the Invigilator. If a candidate is suspected of malpractice, the invigilator must warn the candidate that he may be removed from the examination room. The candidate should also be warned that the awarding body will be informed and may decide to disqualify the candidate.

Wherever possible, the invigilator should remove and keep any unauthorised material that a candidate may have in the examination to be used as evidence. The Head of Centre has the authority to remove a candidate from the examination room.

Examples of candidate malpractice:

- a breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations;
- failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments;
- bringing into the examination room or assessment situation unauthorised material.
- disruptive behaviour in the examination room or during an assessment session (including the use of offensive language);
- exchanging, obtaining, receiving, passing on information (or the attempt to) which could be examination related by means of talking, electronic, written or non-verbal communication;
- impersonation: pretending to be someone else, arranging for another person to take one's place in an examination or an assessment;
- collusion: working collaboratively with other candidates;
- copying from another candidate or allowing work to be copied;
- allowing others to assist or assisting others in the production of controlled assessment and/or non-examination assessment;
- the misuse of examination and assessment materials and resources;

- the inclusion of inappropriate, offensive or obscene material in scripts, controlled assessments, coursework, non-examination assessments or portfolios;
- plagiarism: unacknowledged copying from or reproduction of published sources or incomplete referencing;

Things not to do on social media:

- Buy/ask for/share exam or assessment content
- Pass on rumours of what's in exams or assessments
- Share your work
- Work with others so that your assessment is not your own independent work

If you are not sure what you can and can't discuss online, check with your teacher. If you receive exam content on social media you must tell your teacher. The information for candidates – Using Social Media guide is available on https://sasyorks.org/exams.

The Exams Officer is required to report all infringements to the appropriate Awarding Body and they will decide on what action to take, based on the nature of the infringement. There is a tariff system of sanctions from which they can decide which penalty to impose.

Awarding bodies may, at their discretion, impose the following sanctions against candidates:

- Warning
- Loss of all marks for a section/component/unit
- Disqualification from a unit/all units in one or more qualifications
- Disqualification from a whole qualification
- Disqualification from all qualifications taken in that series

Access Arrangements, Reasonable Adjustments and Special Considerations

Access Arrangements

- Access Arrangements are pre-examination adjustments for candidates based on evidence of need and normal way of working. Some arrangements are delegated to centres, others require prior awarding body approval.
- The arrangements allow candidates/learners with special educational needs, disabilities or temporary injuries to access the assessment without changing the demands of the assessment. For example, use of a reader or reading pen.
- The SENCO will inform students, parents and staff of any adjustments you are eligible and entered for. You will be informed before the exam of anything you need to know that will differ from standard examination practice.

If you are awarded an access arrangement you may be seated in an alternative exam room.

Reasonable Adjustments

- The Equality Act 2010 requires an awarding body to make reasonable adjustments where a disabled person would be at a substantial disadvantage in undertaking an assessment.
- A reasonable adjustment for a particular person may be unique to that individual and may not be included in the list of available Access Arrangements. How reasonable the adjustment is will depend on a number of factors including the needs of the disabled candidate/learner.

Results



The GCSE results will be issued to students on Thursday 20 August 2026 no earlier than 8am. A text reminder will be sent home. Senior members of centre staff will be available immediately after the publication of results. Students wishing for a designated person to collect their results must arrange this by emailing the Exams Officer - exams@sasyorks.org .
Results not collected will be posted to the address held on our database on results day. More information about results day will be communicated to parents and students nearer the time.

Post-Results Services

Enquiries about Results

The awarding bodies offer a post-results service for candidates. Candidate consent must be obtained and the request must be made through the centre. The options available are:

Service 1 (Clerical re-check): This is a re-check of all clerical procedures leading to the issue of a result. This service will include the following checks:

- that all parts of the script have been marked;
- the totalling of marks;
- the recording of marks

Service 2 (Review of marking): This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. It is not a re-marking of the candidate's script.

The awarding body will have trained its reviewers to conduct reviews of marking accurately and consistently. Reviewers will not re-mark the script.

This service will include:

- the clerical re-checks detailed in Service 1;
- a review of marking as described above

Service 3 (Review of moderation): This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied. It is not a re-moderation of candidates' work.

Please note that during the Enquiry about Results process, the candidates marks are subject to being lowered as well as raised if there is evidence of inconsistent marking. If there has been a reduction in marks or a downgrade, the request cannot be revoked and the original mark or grade cannot be reinstated.

Access to Scripts

Centres may request copies of scripts to:

- support reviews of marking
- support teaching and learning

A candidate has the right to instruct their centre not to request their script(s).

Prior written permission must therefore be obtained from any candidate where the centre intends to request his/her script(s). This permission must be sought only after the candidates have received their results for the respective examination series. Candidates who grant their permission have the right to anonymity of their scripts before use.

An application form to access any Post Results Services and information on fees are available from the Exams Officer. The process should be started after consultation with the Head of Department and made by the Exams Officer. The final deadline for submission to the awarding bodies is 24 September 2026.

Candidates should refer to JCQ Post Results Services infographic which will be issued nearer the time.

Certificates

The centre will distribute certificates to all candidates without delay and regardless of any disputes. Students and their families will be invited to a presentation evening in November to formally receive their certificates.

A record will be kept of the certificates that are issued and collected by students. If you cannot make the presentation evening and would like a designated person to collect on your behalf, please complete the *certificate third party collection form* on the website. They will need this permission and photographic ID.

Awarding bodies can request the return of any certificates; certificates remain the property of the awarding bodies at all times.

Unclaimed Certificates

Centres must retain all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue. After this duration, centres may destroy any unclaimed certificates by a secure method. Some awarding

bodies do not offer a replacement certificate service. In such circumstances the awarding body will issue a Certifying Statement of Results. Those awarding bodies who do offer a replacement service may charge a fee (c£50-70) after a direct application from the student.

Complaints

St Augustine's school has a documented Complaints procedure relating to internal decisions and how to manage disputes when a student or parent disagrees with the delivery or administration of a qualification. The policy details the grounds for complaint which covers: Teaching and Learning; Access Arrangements and Special Consideration; Exam Administration; Results and Post Results Services. If the complainant remains dissatisfied and believes there are clear grounds they can submit an appeal, following the school's Internal Appeals procedure.

Internal Appeals procedures

The Internal Appeals procedure, which is available on https://sasyorks.org/exams covers disputes regarding:

- internal assessment decisions (centre assessed marks) - students have a right to request a review of marks before they are submitted to the awarding body
- unsupported applications to post results-services
- the internal administration of a qualification
- centre decisions made in respect of access arrangements and special consideration.

You can also contact your teacher or the Exams Officer for information about the internal appeal procedure and how to make general complaints regarding the school's delivery or administration of a qualification to the Head of Centre for formal investigation.

Appeals

Awarding bodies accept appeals in relation to three areas of their work. These are:

- Appeals against results – when a centre is still dissatisfied with an examination result or results following the enquiries about results process.
- Appeals against malpractice decisions – following a decision to apply a penalty because of malpractice in an examination/assessment.
- Appeals against decisions made in respect of access arrangements and special consideration.

For further information on appeals visit: https://www.jcq.org.uk/exams-office/appeals

Links to JCQ documents

The following documents can be found on https://sasyorks.org/exams

1. **JCQ Information for candidates – non-examination assessments**

You **must** read this information if you are undertaking qualifications that contain components of non-examination assessment.

2. **JCQ Information for candidates – written exams**

You **must** read this information before you take any externally assessed timetabled written exams.

3. **JCQ Information for candidates – social media**

You **must** read this information to help you stay within examination/assessment regulations when using social media.

4. **JCQ *Unauthorised items* poster**

This poster will be displayed outside each exam room. You **mus**t note that *"Possession of unauthorised items, such as a mobile phone or any watch, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification."*

5. **JCQ *Warning to candidates* poster**

This poster will be displayed outside each exam room. You **must** note all the warnings.

6. **Privacy Notice**

A summary can be found on the school website https://sasyorks.org/exams. For more information please contact the awarding bodies for their GDPR responsibilities.

7. **JCQ Information or candidates – AI and assessments**

You **must** read this information to help you stay within examination/assessment regulations when using AI tools.

8. **Exam Timetables**

The year 11 mock timetable and the Summer Series external GCSE exam timetable will be available on the school website https://sasyorks.org/exams.

9. **Ofqual Student Guide**

https://www.gov.uk/government/publications/student-checklist/student-checklist

Information for GCSE Students
Artificial Intelligence misuse in Internal Assessments

AI Tools

**AI use refers to the use of AI tools to obtain information and content which might be used in work produced for assessments which lead towards qualifications.*

Many of you have to complete non-exam assessments and/or coursework as part of your qualifications. If you produce work for submission to the exam boards you must adhere to strict regulations, similar to sitting a written examination.

The regulations state that:

- the work a student submits for assessment must be their own;
- a student must not copy from someone else or allow another student to copy from them.

For some internal assessments you are allowed to use the internet to access information for research purposes to help you plan and construct your project briefs.

Referencing

Referencing any material taken from another source must be clearly stated. If you copy information from another source and don't reference the web location or AI chatbot tool it is plagiarism and exam boards consider this to be cheating.

Even if you are allowed to use AI tools, such as ChatGPT, you can't get marks for content just produced by AI. You must demonstrate your interpretation to get marks. If using AI chatbots you should be referencing as follows:

- Where AI tools have been used as a source of information, a student's acknowledgement must show the name of the AI source used and should show the date the content was generated. For example: ChatGPT 3.5 (https://openai.com/blog/chatgpt/), 25/01/2024. You must retain a copy of the question(s) and computer-generated content for reference and authentication purposes, in a non-editable format (such as a screenshot) and provide a brief explanation of how it has been used.

Declaration

You will complete a candidate declaration form to authenticate that the work is your own. This is counter signed by your teacher who can support and guide (but cannot direct) and are mindful of AI mis-use when marking your assessments.

Every year, a sample of year 11 students' work is sent for moderation, which provides a secondary check to ensure the integrity of the assessment process is upheld. This should give you comfort that all that the exam boards take every step to ensure candidate malpractice is eliminated.

We want to avoid a situation where you inadvertently breach the regulations and could be suspected of alleged malpractice.

Malpractice

AI misuse constitutes malpractice as defined in the JCQ Suspected Malpractice: Policies and Procedures (https://www.jcq.org.uk/exams-office/malpractice/).

The malpractice sanctions available for the offences of 'making a false declaration of authenticity' and 'plagiarism' include disqualification and debarment from taking qualifications for a number of years. Students' marks may also be affected if they have relied on AI to complete an assessment and the attainment that they have demonstrated in relation to the requirements of the qualification does not accurately reflect their own work.

Preparation

We have taken the following steps to inform and prepare you for your Internal Assessments. We have:

- issued a student exam handbook which details exactly what is required of you to avoid any regulation breaches. Make sure you read it!
- delivered assemblies to all year 11 form groups prior to the mock exams
- placed posters around the classrooms and on the Exam notice board
- conducted an assembly on AI misuse for all year 11 students

IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK

EXAMS SURVIVAL GUIDE

Working towards exams can be very stressful for students and their families. Whilst there is rarely much choice over whether or not to do the exams, there are lots of ways to make them more manageable and help you get the best results possible. Here are some tips for making the most of your precious revision time and on dealing with exam stress!



START GOOD HABITS

Start Revising Now. Start early, learn in short bursts, test yourself regularly and space out your revision. Something as simple as going through your notes at the end of the week will help understanding and embed information in your memory. Ensuring notes are complete and well organised also makes revision easier and less time consuming.

Allocate uninterrupted time. It's amazing what can distract you when you are studying – like how perfectly curved your pen lid is! So find a place which is as free as possible from distractions and turn your phone off so you can focus on your work.

Think about when, where and how you work best. There's no one best place / time to work or magic memory aid, so test out different approaches and find out what works best for you!

Maintain a balance between work and "play". Try and get into a routine of planning out your free time allocating time for relaxation/socialising as well as school work. Not only will this help you keep on top of everything, it will also help reduce stress and help you enjoy your downtime guilt free.

GET ORGANISED

Break your revision down into small chunks and create a revision timetable. Not only does this make your revision feel more manageable, it also means you won't have any more dilemmas at the start of the day about what to work on.

Schedule in free time to unwind, and protect this time. Give yourself plenty of rest and you can do the same amount of work in half the time or less.

KEEP IT IN PERSPECTIVE

Lots of people will tell you this, because it's true – **exams aren't everything**. Whatever happens in your exams, you can still be successful in life afterwards. So, if you don't do as well as you'd hoped, try to keep things in perspective.



Stay positive and think about how far you've come already. Rather than panicking about how much you have to do, use a red/amber/green system to assess your ability/revision needs for different topics.

Once you've done an exam, try to forget about it. There's nothing you can do about it, and worrying won't change your mark.

The Exams Officer will communicate with your parents regularly in the lead up to your summer exams to ensure that they are kept informed and can support you all the way.

HOW TO MANAGE EXAM STRESS

Learn to recognise when you're stressing out. A break or a chat with someone who knows the pressure you're under will get things into perspective.



- Avoid comparing your abilities with your mates. Everyone approaches revision in different ways, so just make sure you've chosen the method that works best for you. Make a realistic timetable. Stick to it.
- Eat right. Treat yourself like a well-honed machine - eat fresh fruit and veg and have a proper breakfast. Fuel your brain as well as your body - no one can think straight on coffee and chocolate.
- Sleep well. Wind down before bed and don't revise under the duvet - your bed is a sanctuary, not a desk. Get your eight hours.
- Exercise. Nothing de-stresses the mind faster than physical activity, so build it into your timetable. Being a sloth makes our mind sloppy too.
- Quit any bad habits.
- Panic is often triggered by hyperventilating (quick, shallow breaths). So if you feel yourself losing it during the exam, sit back for a moment and control your breathing. Deep breath in and out through the nose, counting to five each way.
- Steer clear of any exam 'post-mortem'. It doesn't matter what your mate wrote for Question 3(b), it's too late to go back and change your answers, so it will just make you worry even more.

If you feel like you are struggling, talk to someone. Asking for help is never shameful. When struggling, talk to friends, family, or any of the St Augustine's.

Ultimately, don't lose sight of the fact that there is life after exams. Things might seem intense right now, but it won't last forever.

