

Extra Time for Examinations

How to use your time wisely.



You have been given 25% extra time in some, or all, of your examinations. Use the information below as a guide to help you use your extra time wisely.

1. When your extra time starts, **change pen colour**. If you are a laptop user, **change font colour**. This is so that we can see how helpful the extra time has been for you.
2. Check that you have written your name, Centre Number, or any other information required.
3. Make sure you know how much extra time you have got. Look at the finishing time for YOU which should be written on the board in front of you. If you are not sure, ask the teacher **before** your exam begins.
4. Allow a few minutes to let any anxiety settle. Take a few deep breaths through your nose and slowly and quietly breathe out through your mouth. If you are familiar with Mindfulness, now is the time to ground yourself and focus on your breath. You are in control.
5. Read through the entire exam paper before you begin.
6. Check how many questions you must answer, making sure you turn over the back page as well.
7. Look at the marks allocated for each answer. Roughly one mark per minute is the way to plan your time.
8. Have you turned over 2 pages by mistake? Check that you haven't!
9. At the end of the exam others may leave the room, but you have the extra time. **Don't be distracted by this** and stay focused. Make the most of the extra time you have.
10. If you finish before the extra time, do not leave with everyone else. This is your time to check over your work and add any extra information. **Remember that if you don't use your extra time, you could lose it for the real exams.**
11. At the end of the exam, give yourself 15 minutes to proof read [check for mistakes]. Do this carefully. Read out loud without any sound as any mistakes will be more obvious to you.
12. Check spelling. One way is to start at the end of an answer and read each word starting at the right and moving across to the left. Errors stand out more this way.
13. Check for punctuation and grammar. Capital letters, question marks, quotation marks, commas.
14. Check that the correct question number is written next to the correct answer.