

Exam concession: Additional time

Student guide

To use your extra time effectively think about trying the following strategies:

- Look through the whole paper to familiarise yourself before you start.
- Sometimes there are optional topics; circle the questions you need to do or cross out the ones you don't need to do.
- Make a note of the start time and the half way point so that you can keep an eye on how long you are spending on particular questions.
- Read through the question, underline key words or annotate it so that you can keep your focus on the question.
- Write a plan for longer answers.
- Read back over your answers to check you have not made any mistakes.
- For short answers which have multiple choice options, read through all the options before choosing the one you want to mark.
- At the end of the exam you will need to complete your EXTRA TIME CARD and hand it in to the invigilator.

EXTRA TIME CARD

Name of Student:

Exam number: Seat Number:

Date of Exam:

Subject:

Did you make use of your allocation of extra time?

- Yes I used all my extra time
- Yes I used some of my extra time
- No I did not use my extra time

Signed:

(Students signature)

Please complete this card **at end of exam** and hand to the Invigilator