

NEED TO KNOW:

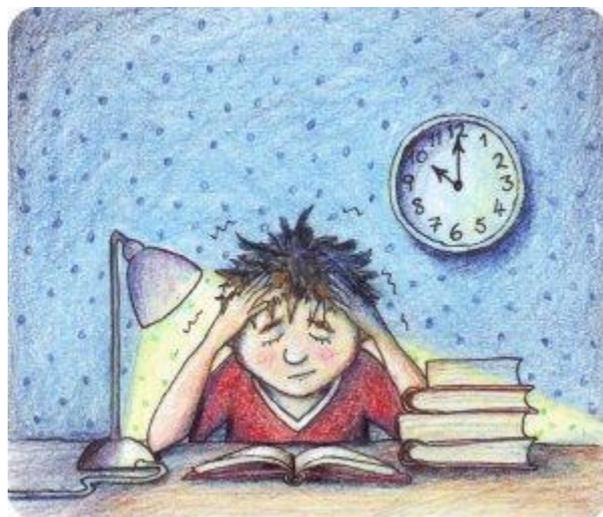
Parent Guide to Examinations

The examinations are about to take over our world for most of November. Whether these are the NCEA external examinations for seniors or the Year 10 Exams these all can produce stress and anxiety for both students and their whanau. With careful preparation these can be less stressful and good results can be achieved that reward students who have engaged in the learning throughout the year.

In this information sheet I have included tips and advice for parents to help our students to survive the exam period and complete the year successfully.

Studying:

- Check they have met all coursework requirements, have enrolled for the right exams and have paid any fees.
- Set up a dedicated study space and help them keep books and notes tidy and organised.
- Provide a steady supply of healthy snacks and drinks of water. The brain works better!
- Plan a short break between chunks of study, to refresh both the brain and the body.
- Help map out a study programme that leads up sensibly to each subject exam.
- Encourage the use of revision methods they have been taught like mind maps, brief notes, pictures, spider diagrams, self-testing. Just reading things through doesn't usually work. The more they process information, the more likely it is to stick.
- Television, devices and loud music do not help revision, but quiet background music might.
- Working with a friend can help by letting them test each other and talk about the work. Just check they stay focused on study.
- Find out what teachers have recommended for study as different subjects may take different approaches.
- Encourage them to explain something to you. If you can understand their explanation, then they will be able to produce a good answer in the exam.
- Stay positive and reassuring to build their confidence and calm any nerves.



Exam Time:

- Go over the exam timetable thoroughly so you both know exactly when and where each exam is scheduled. Students will be given their NCEA examination entry details on Monday 2nd November. These exams are run by NZQA and **no changes can be made**. If a student misses an exam they will be marked absent and the year will be wasted.
- Organise transport – exam times are different to the school bus timetable.
- Make sure school attendance stays regular and they go to revision classes. Most school subjects are running tutorials in addition to lessons – make sure your student takes advantage of these.
- Make sure the rest of the family gives them space and peace while they work.
- Emphasise the need for plenty of sleep, especially the night before an exam.

On the Day of the Exam:

- Get them up on time and make sure they have a good breakfast.
- Make sure they are at the venue in plenty of time before the exam is due to start.
- Check they have everything they need.
- Check what is banned from the exam room and make sure devices are left at home if they are not needed. NZQA allows students to keep their cell phones under their chair as long as they are turned off and sealed in a clear Ziploc bag.
- A small bottle of water and a small quantity of lollies can be useful – check the rules on this.
- Pens etc must be in a clear plastic bag – no pencil cases allowed.
- Check on the rules about calculators – they will be reset by the teachers prior to the start of the exam so make sure they know how to use them after that.
- Afterwards, forget about that exam and focus on the next one. There is no point in recriminations after the exam and this will not help them stay confident for the next one.



**KEEP
CALM
AND
STUDY
FOR EXAMS**