

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.
- ↗ If you choose to access the extra time, you must remain in your seat for the full amount of the extra time.

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