Day students will not be required to attend when they do not have an exam.

A study room will be available to those students (day and boarding) who are at school and between exams.

All Year 11 and 12 students will be sitting block exams in Mercy Hall unless otherwise advised and will be required to adhere to MSB exam expectations. Please arrive 10 minutes early, with all materials required eg: pens, pencils, erasers, calculators, scrap paper etc.

Exam Block Procedures:

Prepare for exams:

Use your afternoon and evening homework and study times, in the weeks leading up to exams, to revise your work and learn the required subject content and skills to be examined.

- **Exam Timetable**—Make sure you know what rooms your exams are in and what time they start!
- **Materials**—Do you have enough pens, pencils, a watch, calculator, ruler, glasses?
- **Food for Energy**! Have a balanced breakfast or lunch before the exam. A meal with lots of carbohydrates and proteins will give the body enough energy to get through the exam.
- **Last minute revision**! It may help to use blank cards for writing your key notes to help with last minute revision. Some students prefer to switch off before an exam and leave the notes at home!
- **Nervous**! Yes, this is normal—it is adrenalin moving around the body—use this energy to motivate yourself to do well.
If you are worried about anything—talk to your teacher, supervisor, Pastoral Care teacher or the school counsellor.

Exam Checklist:
- Check your exam timetable to ensure that you are certain of all dates, times and venues.
- Arrive 10 minutes early.
- Bring all materials you will require – pens, pencils, eraser, calculator etc.
- You may bring in a clear water bottle if you wish.
- DO NOT bring in a mobile phone or electronic device eg. Ipod, or notes/text.
- When you enter the exam room you must move to your desk without speaking.
- Listen carefully to the teacher’s instructions.
- When you receive your exam paper, check to ensure that it is the correct one.
- Make sure you write your name on all exam work booklets and papers.

Exam Performance:
- Read through your exam paper before starting, to make sure you understand the instructions.
- Allow time to do each question.
- If you finish early, spend the remaining time revising your answers and improving them.
- Include all notes and workings when you hand in your exam paper.
- Do not speak until after you have left the exam room.

Solutions if things go wrong!
- Panic—Take three deep breaths, in through the nose and out through the mouth. This will slow the heart down and reduce panic.
- Going Blank—As above, breathe deeply for a few moments and then write down key words on the exam paper to help jog your memory or try to remember the day you studied this topic and see if this helps.
- Emergency—If you are unwell during the exam or on the day of the exam, you will need to obtain a doctor’s certificate for the day, and resit the exam at a later date. Make sure that you hand the doctor’s certificate to the school office immediately on your return to school.