

25% extra time is 15 minutes extra in a 1 hour exam

- ✓ Can you work out in advance how long to spend on each question or section?
- ✓ Highlight / underline key words in the question. This will help you to focus on what is being asked.
- ✓ Keep referring back to the question to ensure you have stuck to the question.
- ✓ Reread questions (If you have a reader – use them – for single words, sentences or whole paragraphs)
- ✓ Use some of your extra time to plan your answers.
- ✓ Ensure at least 5 minutes to check your work at the end.
- ✓ Check work by reading silently 'as if out loud'. This will help you to check your punctuation and to see if your work says what you intended it to.
- ✓ Mind map longer answer questions.
- ✓ Practice doing all of the above BEFORE your exam.
- ✓ Complete past papers / questions under timed conditions.
- ✓ If writing becomes messy in tests because you feel pressured, use the extra time to write more slowly and clearly.
- ✓ How many marks is the question? 6 marks, aim for at least 6 sentences.
- ✓ In Maths, re do your calculator questions; it's very easy to press the wrong button by mistake.
- ✓ In Maths and Science, is the answer roughly what you would expect? 3×17 is not 500; use your common sense to check.

Essay / Longer answer questions.

Which of the following best describes you?

- My writing is really messy in tests because I am rushed
- I never seem to answer the question
- I don't know how to begin
- I spend too much time on 1 section so run out of time on another
- I know what I want to say but I don't know how to say it
- I forget what I am saying in the middle

Draw a mind map

Student comments

- ✓ They're good for getting started – starts me thinking / stimulates my brain
- ✓ Title in middle of the page so I stick to the question better
- ✓ Good for paragraph planning & order
- ✓ Stops you repeating yourself
- ✓ It's easier to picture the whole essay
- ✓ It makes you choose key words
- ✓ It makes you see links between points
- ✓ They help you to think, make you want to explore ideas

Teacher comments

- Seems to steady pupils in exams so they don't rush without thinking
- They seem to get to the structure more quickly
- Structure is a more integral part of the essay
- The introduction is usually much more relevant
- Argumentative essays are more balanced
- There's less waffle