

A guide to: effective use of (extra) time in assessments



Up to 25% extra time

Why do some students qualify for extra time?

- Need to re-read text
- Need more time to formulate ideas
- May take them longer to write

How does Extra Time help?

- Reassurance
- Longer to read question to fully understand
- Longer to plan answer
- Longer to ensure handwriting legible
- Longer to proof read and check

Read the Question

- Read the question thoroughly
- Question the question
 - What is the directive?
 - What is the scope?
 - What are the limitations?

Underlining and highlighting

- As soon as you have identified the directive – highlight it
- As soon as you have identified the topic – highlight it
- Make sure you are reading these words carefully.

In Geography a developing ing country could be misread as developed – underline anything tricky!

Only highlight on the exam paper or questions, NEVER in your own work.

Choose your question carefully

- Read all the possibilities.
- Choose the subject they have studied in class
- Choose the question where you are confident you can give a good answer – relevant to the question
- Think about the directive, limitation and scope of each

Answer the question confidently

- PLAN your answer
 - Use some of your extra time to plan what you need to say
 - Mind map
 - List ideas
 - Pictogram
 - Refer back to the plan and amend it as you go
 - Hand the plan in

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Proof Read

- Check that you have answered the question that was asked
- Check that your conclusion actually answers the question
- Amend it if necessary

More proof reading

- Check for Capital Letters
- Check for punctuation (! ? “)
- Look for spelling errors
- Check the things you know are your weaknesses like muddling there and their
- Work backwards through each essay a bit at a time

What not to use extra time for

- Frantic writing - you should take time to make sure every word you write is worthwhile.
- Waiting for the exam to end
- Don't waste your extra time by rushing your answers – if you finish, look again.

Control the stress

- Slow your breathing
- Think 'calm'
- Don't stare
- Ideas will return

Not always needed

- You may find that you don't need your extra time for all exams.
- You may not need all the extra time that is allowed

Don't forget

- Some exams may run over 3:00pm
- Be sure you know how you are getting home – particularly if you get the bus

Finally

- Exams are hard work – they can be stressful BUT.... they can be rewarding
- You can do your best
- You do have extra time to think, read, plan, check and amend
- **Don't waste it!**