

Extra support in exams

This Enquire guide is about getting extra support in exams for national qualifications.

If you need extra support or special arrangements to make sure you can do your best in exams then your school must help you get this.

This guide explains what your school should do to arrange support for you in exams if you need it. It has examples of some of the different ways extra support can be given. There's also a list of Enquire's top tips on what you can do to help yourself get ready for the exams.



Getting help with exams

It is up to your school to make sure you have the support you need to do your best in exams. Your school should arrange this support as far in advance as possible.

If you don't think your school is arranging extra support for your exams and you think you will need it, talk to your class teacher or a learning support teacher. If you prefer, you can ask your parents or carers to talk to them for you. The law says that you must be given extra support if it is clear that you need this to do your best.

The kind of support you get in your exams should be right for you. If you get extra support in lessons and tests, the support in your exams will usually be similar to this. The support given will depend on what skills are being checked in the exam.

Your school should ask for advice from the Scottish Qualifications Authority (SQA) about what support you should get in your exams.



Extra support you might get if you need it

There are lots of ways to get extra support in exams. What help you get will depend on what you need.

Here are some examples of the extra support you might get in exams if you need it:

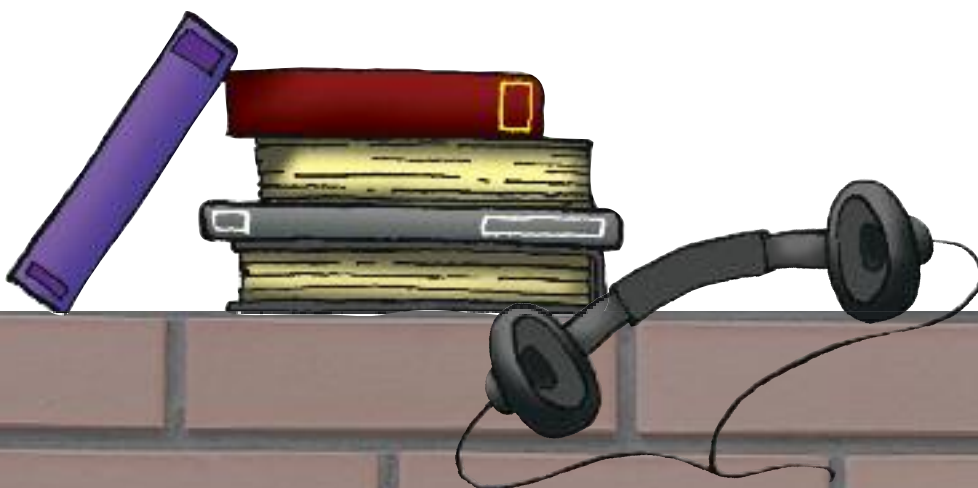
- more time to do the exams
- time out to rest
- some technology to help you such as a digital question paper
- a place to do your exams if you learn at home instead of going to school.



Have your say

The school should involve you and your parents or carers in making plans for the extra support you will need in your exams. You might be asked to go along to a meeting at school to talk about this. If you feel worried about the meeting, you might not want to go. But it's good to go as it's your chance to have a say in decisions about the help you will get in your exams.

For more info look at the Enquire guide **Going to meetings** (download from www.enquire.org.uk/yp or contact us for a copy).



What about home education?

If you learn at home instead of going to school, you can still sit exams. Usually you would go along to a school or college to sit the exams. The school or college would have to make sure you have the extra support you need. You or your parents or carers can find out more about this from Schoolhouse:

Email: info@schoolhouse.org.uk

Website: www.schoolhouse.org.uk

What if I am still at school but go to college to sit my exams?

If you go to college to sit your exams, this guide still applies to you. You must be given the extra support you need and it is up to the college to arrange this.

What if something goes wrong at the last minute?

Sometimes things happen at the last minute that can stop you from being able to do your best in an exam or that means you can't sit the exam. For example, you might get ill or have a family emergency. If this happens, don't worry. Contact your school as soon as you can to tell them what has happened. Your school will decide what to do. They might give you a mark based on your class work.

What can I do to help myself get ready for exams?

- Sometimes exams can make you feel worried and anxious. Talk to someone you trust about how you are feeling.
- Make sure you eat healthily and get enough sleep. Give yourself regular breaks from studying and time to relax.
- Make sure you've got somewhere quiet that you can study, without a tv or people being noisy. If it's hard to work at home, you could go to the school library or a public library near where you live.
- Make a revision timetable for when you are going to work on each of your subjects.
- Test yourself by answering questions from past exam papers. You can get these from your teachers or at www.sqa.org.uk
- Sometimes it helps to have a study buddy. If you have a friend you can work with, try planning your revision together and test each other on what you have learned.
- Try to do your best in exams, but remember that if you don't do as well as you hoped there will still be other chances for you to learn and options for things you could do when you leave school.



Where to get more info

SQA - for exam timetables, study guides and examples of past exam papers, visit the Scottish Qualifications Authority website. You can also register with my SQA to get your exam results sent to you by text or email.

Telephone: 0845 279 1000

Email: customer@sqa.org.uk

Web: www.sqa.org.uk

Young Scot - for tips on studying, what to do if you feel stressed and info about qualifications.

Telephone: 0808 801 0338

Email: infoline@youngscot.org

Web: www.youngscot.org/info/education/studying-revising

Childline - you can talk to Childline if you feel worried about school and exams. They will listen and help you work out what you want to do. Call them for free or visit their website to have a 1-to-1 chat, send an email and get advice.

Telephone: 0800 1111

Web: www.childline.org.uk

Look Ok... Feel Crap? - support and info for teenagers on ways of getting help if you are feeling low, anxious or stressed. There's also an online community you can join.

Email: ask@lookokfeelcrap.org

Web: www.lookokfeelcrap.org

BBC Student Life - revision planners, tips on how to memorise facts and combat exam nerves and lots more.

Web: www.bbc.co.uk/schools/studentlife/revisionandskills

Channel Four Homework High - help for 11 to 16 year olds with science, maths, geography, english, history and languages.

Web: www.channel4learning.com/apps/homeworkhigh

Enquire

THE SCOTTISH ADVICE SERVICE FOR
ADDITIONAL SUPPORT FOR LEARNING

helpline: 0845 123 2303

email: info@enquire.org.uk

web: www.enquire.org.uk/yp

If you need extra support at school for any reason at all, Enquire can help you understand your rights.

Other Enquire guides for young people:

- Extra support at school when you are looked after
- Getting ready to leave school
- Going to a new school
- Going to meetings
- Need extra help at school?
- People who can help you in and out of school
- What happens when you can't go to school?
- What's the plan? Your education and support
- Nadia's story (online only)

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