

## Ten Top Tips for Your Trinity Exams Day

Preparing for your exam can be enjoyable, exhilarating, and exciting but at times it can also be stressful. This guide will support your day and make the exam session run smoothly.

- **Paperwork;** ensure you have **all** the relevant paperwork for your candidates, check all names are spelt correctly and you have examination slips to send into the exam room with your candidates. Contact your area coordinator if you do not have the paperwork at least one week in advance.
- **Fully prepared?** Check the syllabus and task requirements and have text, scores and any resources available for the examiner as required to make the exams run smoothly and as specified in the **Guidance for candidates** section of the syllabus.
- **Comfort breaks!** Factor those all essential **breaks** into the examiner's timetable and remember that the time given for the exam is as specified in the syllabus. Please do not add in extra time unless specified in the syllabus or agreed in advance in line with the Reasonable Adjustments policy.
- **Your space?** Prepare the space in advance.
- **Warm up?** Give your students a further space to warm up, hydrate and relax.
- **Remember!** Task order in the syllabus can be flexible. However, the examiner must be made fully aware of any changes and agree the order once the candidate is in the exam room and prior to the start of the exam.
- **Anyone missing?** Ensure that the examiner is made aware of any absentees and that the list for certificates is corrected in advance. This is very important in Group exams and it is imperative that only candidates entered and performing on the day are credited for the work presented.
- **Extra time/support?** Yes, there is for candidates with special educational needs or disabilities. Please ensure you have completed a **Reasonable Adjustment Request Form** and sent this to Trinity's London office prior to the candidate entry to the exam. Further details are available on the [Reasonable Adjustments Guidance](#) page.
- **ASK!** The drama support team is available for any questions and queries you may have regarding the syllabus and your exam session – remember, if in doubt, check. Please email [dramateachers@trinitycollege.com](mailto:dramateachers@trinitycollege.com)
- **Stay calm!** The examiner is there to appreciate your hard work and enjoy the performances too.