

Exam Session Writing Tips & Etiquette

Writing an exam can be a stressful experience. To succeed to the best of your abilities requires planning, consideration of your own needs and those of others, and all your concentration. Experience has shown us that students tend to be distracted due to the same circumstances in every exam session.

Here's your guide to avoiding those distractions, and help to ensure that your exam session will result in success.

Exam Tips

Arrive on Time. The Exam Centre Notice is posted on our website www.cga-maritime.org under "Becoming a CGA", Exams. Make sure that you check it one week before the examination week as locations can change from one session to the next. Give yourself plenty of time to get to your exam. If you are unavoidably late, take your seat quickly and quietly.

Dress Comfortably. Dress in layers in the event that the room is a little cooler or warmer than you anticipated. Although the very best is done to ensure that the temperature of the exam rooms are reasonable, individual sensitivities may require that you adjust your clothing during the exam.

Respect the invigilators. Exam invigilators are CGAs who volunteer their time to ensure that your exam centre is close to your home. They do not make exam session rules. If you disagree with the enforcement of a rule, contact our office directly.

Exam Etiquette

Avoid creating noise. Unnecessary noise distracts your fellow students. Examples of unnecessary noise include clicking, tapping, groaning, sighing, shuffling feet, yawning, etc.

Avoid creating visual distractions. Unnecessary movement also distracts your fellow students. Examples of unnecessary movement include stretching, playing with pens and pencils, constant movement of feet and legs, etc.

Don't eat in the exam room. Unwrapping and eating food distracts your fellow students. If eating cannot be avoided due to health reasons, we ask that you do not bring items that contain nuts due to the potential for allergic reactions by fellow students or invigilators.

Don't wear perfume or cologne. Some students are very sensitive to certain scents. On the day of your exam, we ask that you refrain from wearing any type of perfume or cologne prior to and during the exam session.

Turn off your cell phone. All cell phones must be turned off and put away.

Remember our tips and etiquette and your exam session will be less stressful and more comfortable – for both you and your fellow students.

We wish you the best of luck on your examinations.