

# FSL Internal Exams - May 2017

## Pupil Guidance

*To pupils in Years 8 and 9:*

*The arrangements for the forthcoming school exams are detailed below. Read the document carefully and speak with your collect teacher or with Dr. Glassey (in W15) if you have any questions or concerns about the exams.*

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- A. Rooms
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### A. Rooms

- Exams will be held in assigned rooms throughout the school. Rooms will be assigned by collect teachers before the exam period begins.
- Mrs Waring will speak to pupils with additional needs (extra time, special chair, etc.) to ensure that appropriate arrangements are in place before the start of the exam period.

### B. Schedule

- The exam timetable will be presented during Collect and should be written into your homework planner. The exam timetable is also available to download via the school website.
- Examinations for Years 8 and 9 begin on Monday 22 May and run through Friday 26 May.
- Daily schedule for pupils in Years 8 and 9:

AM1	8.55-10.55 (2 hr)
AM2	11.15-12.25 (1 hr 10 min)
PM	1.10-2.10 (1 hr)
- Exams for all pupils, including those allocated extra time, are scheduled to finish five minutes before the end of the AM1 and AM2 sessions. Pupils should bring revision materials if there is time to revise before an exam.

- All pupils should report to their exam room for Registration at 8.45 am.
- Pupils may go home after the AM2 session if there is no exam scheduled for the afternoon (PM) session, and any missed exams have been rescheduled with Dr. Glassey.
- The Library is open Mon-Fri 1.30-4.45 pm for those wishing to remain in school to study.
- Lunch is available during the exams for those who require it. Arrangements for lunch will be made via collect prior to the examination period.

## C. Regulations

- All mobile devices should be turned off and left in schoolbags.
- All schoolbags should be left at the front of the room.
- No pencil cases are permitted on pupil desks.

## D. Absence

- If you anticipate being absent during exam week speak with Dr. Glassey in W15 as soon as possible before the exams begin.
- If you are absent during exam week speak with Dr. Glassey in the Staff Workroom before reporting to your exam room.
- Missed exams will be scheduled for the day you return to school, and on subsequent days during the exam period. *You may be expected to remain in school until 3.00 pm to complete missed exams.*