

FSL Internal Exams - January 2018

Pupil Guidance

To pupils in Years 12-14:

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 the Gym except where noted on the exam timetable.
- 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

- Examinations for Year 12 begin on Tuesday 9 January.
- Examinations for Year 13 begin on Friday 12 January.
- Examinations for Year 14 begin on Wednesday 10 January.
- Examinations for Years 12-14 run through Friday 19 January.
- Pupils in Years 12-14 are only required to be in school for the duration of scheduled exams, and may leave the room once their exam paper has been collected.
- Exams for Years 12-14 start at the beginning of the session.
- Exams scheduled for AM1 in the Gym start at 8.45 am.

- Daily schedule for pupils in Years 12 to 14:
 - AM1 8.55-10.55 (2 hr)
 - Morning break (20 min)
 - AM2 11.15-1.00 (1 hr 45 min)
 - Lunch (30 min)
 - PM 1.30-3.30 (2 hr)
- Year 12 Controlled Assessment (Language Orals) will be scheduled by the subject teacher in advance of the exam period.
- Exams in Art & Design and Moving Image Arts will be scheduled by the subject teacher in advance of the exam period.
- Year 14 pupils taking Year 13 papers must schedule the Year 13 papers with Dr Glassey in advance of the exam period.
- Pupils in Years 12-14 will sit rescheduled exams in Private Study by arrangement with Dr Glassey.
- Private Study is available Mon-Fri 1.30-3.30 pm, and the Library will remain open until 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 when in an exam room.
- Schoolbags must not be brought into an exam room.
- No pencil cases are permitted on pupil desks.

D. Absence

- If you anticipate being absent during the exam period speak with Dr Glassey in W15 as soon as possible before the exam period begins.
- If you are absent during the exam period 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 3.30 pm to complete missed exams.*