

FSL Internal Exams - May 2018

Pupil Guidance

To pupils in Years 10 and 11:

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.

A. Rooms

- Exams will be held in assigned rooms throughout the school, except where noted on the exam timetable. 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 period runs from Monday 21 May to Friday 25 May inclusive.
- Year 11 will also be off-timetable on Thursday 17 May, and must attend their exam room **from 8.45 am**. Exam rooms for Thursday 17 May will be allocated by collect teachers before the exam period begins.
- 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.
- Year 11 exams in Art & Design and Moving Image Arts will be scheduled by the subject teacher in advance of the exam period.
- Daily schedule for pupils in Years 10 and 11 (beginning Monday 21 May):
 - Registration 8.45
 - AM1 8.50-11.20 (2 hr 30 min)
 - Morning break (20 min)
 - AM2 11.40-1.00 (1 hr 20 min)
 - Lunch (40 min)
 - PM 1.40-3.30 (1 hr 50 min)

- Exams for all pupils, including those allocated extra time, 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.
- **Year 11 pupils **must** attend the AM1 and AM2 sessions each day, including Thursday 17 May, and should bring appropriate revision materials if no exam is scheduled.**
- **Exams scheduled for the PM session begin at 1.40 pm.**
- The Library is open Mon-Thu 3.30-4.45 pm for those wishing to remain in school to study.
- Pupils in Years 10 and 11 may leave after the AM2 session on Friday 25 May if they have completed their timetabled exams and any missed exams.
- Year 11 pupils may leave after the AM1 session on Friday 25 May if they have completed their timetabled exams and any missed exams.
- Year 11 pupils are not required to attend on Friday 25 May if they have completed their timetabled exams and any missed exams.

C. Regulations

- All mobile devices should be turned off and left in schoolbags.
- All schoolbags should be left at the front of the room.
- Only see-through 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 exams begin.
- If you are absent during the exam period speak with Dr Glassey in the Staff Workroom before reporting to your exam room.
- You may be expected to remain in school until 3.30 pm to complete missed exams on the day you return to school following an absence.