

FRIENDS' SCHOOL LISBURN

Arrangements for GCSE Candidates May/June 2024

1. Study Leave

1.1 Study Leave begins on Friday 3 May. Pupils should use this time responsibly. They should note the dates and times of their examinations using their examination timetable and structure their revision accordingly. Few candidates will find that their papers are spread out evenly over the examination period and therefore careful planning is necessary to make the best use of the time available. Individual examination timetables have been distributed to pupils and they should ensure they are clear about the time, date and venue of their examinations. Pupils should pay attention to the arrangements made due to any examination clashes.

1.2 Pupils may come into school during Study Leave by prior arrangement with a member of staff if they wish to work in Private Study (see 4.2) or to attend extra revision classes. Pupils must wear school uniform when in school.

2. Examinations

2.1 Pupils should note the start time of each examination and should aim to be in School 15 minutes in advance.

2.2 If for any reason a pupil is unable to come to school for an examination, or is late, the school must be informed immediately either by telephone on 02892 662156 or by emailing office@friends.lisburn.ni.sch.uk. **Please note that if pupils arrive late for an examination, the examination board will not necessarily accept the candidate's script.**

2.3 **Special Consideration** is a minor adjustment to the marks or grades of a candidate who is affected by circumstances, including a range of physical or emotional difficulties which affect performance in examinations. Candidates will be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination is affected by adverse circumstances beyond their control. Further information can be found on our [website](#).

2.4 GCSE examinations are held mainly in the Sports Hall but other rooms will also have to be used, including Private Study rooms and classrooms in the West Wing and in the main building. Details will be posted in advance on the Examinations noticeboard and all pupils should note the information provided. Entry to the Sports Hall is by the main door. All other doors leading to the Sports Hall will be locked.

2.5 In the examination room, all candidates are subject to the regulations concerning conduct set down by the Joint Council for Qualifications (JCQ), which governs awarding authorities such as CCEA. Bags and other belongings not needed for the examination must be left outside the examination room. It is now a regulation set down by JCQ that all writing equipment and Maths instruments required for the exam should be brought into the examination room in a clear plastic bag/pencil case.

2.6 It is also a JCQ regulation that bottles of water or juice brought into the exam room must have the labels removed in advance and that only clear wrappers for sweets are permitted.

2.7 Electronic devices such as mobile phones, watches, wireless earphones and fitness trackers must not be taken inside the examination room. Phones should either be left at home, locked securely in lockers or left with the General Office for safekeeping. At the General Office phones will be put in a named envelope and placed in the safe. If a pupil is found to be in possession of a device that is not allowed in the exam hall, a malpractice investigation will be required, with outcomes reported to CCEA who will decide on any action taken.

2.8 Candidates must stay in the examination room for the duration of the examination and may not leave early.

2.9 If details of exam questions are shared with candidates prior to an examination taking place, this must be reported to a teacher, whether or not candidates believe the details to be genuine.

3. Textbooks

3.1 Textbooks issued for pupils' use are the property of Friends' School and must be returned in accordance with the instructions issued by the Head of Department. Pupils should note these arrangements and ensure that textbooks are returned at the correct time. The final date for return of books is Friday 21 June. A charge will be made for the replacement value of any textbook not returned by this date.

4. Library

4.1 Pupils may borrow Library resources during Study Leave so long as they have no overdue loans in their folder. The final date for the return of resources is Friday 21 June.

4.2 Private Study will be available for supervised study at most times during the examination period.

5. Issue of results

5.1 GCSE Results are issued on **Thursday 22 August**. Results may be collected from School from 9.00 am onwards on that day. Pupils who wish their results to be posted out to arrive should leave a stamped, addressed A5 envelope with the Principal's Secretary in advance. However, please note that these will not arrive with you until Friday 23 August. **Under no circumstances will results be given out over the telephone.**

6 Advice Day

6.1 **All pupils** are required to attend an appointment on Thursday 22 August, which is a school day for the incoming Year 13. At this time, in consultation with senior staff, pupils will confirm their choices for AS and A-level. Those who intend to leave school are also asked to attend an appointment on that day in order to inform school of that decision and to receive advice on Further Education courses. Parents are welcome to accompany pupils to the interview.

6.2 The minimum requirement for entry to the Sixth Form is 14 points, including at least a C in English and Maths. This is calculated on the basis of 4 points for an A*, 3 for an A, 2 for a B and 1 for a C*/C. It will also be necessary for pupils to have a viable A-level course, which will entail meeting the criteria for all of the subjects they have chosen. Restrictions in the timetable mean that we will not be able to guarantee changes to subject choices.

6.3 Pupils who are unable to attend the Advice Day should inform the Vice-Principal, Mr. Alexander, in advance and make arrangements to contact the school as soon as possible after the issue of results to confirm their intended course of action.