

FSL Internal Exams - November 2024

Year 12 Timetable and Guidance

To pupils in Year 12:

The arrangements for the Winter exams are detailed below. Read the document carefully then speak with your collect teacher, or email Dr. Glassey, if you have any questions or concerns.

A. Exam Timetable

PS = Private Study; MB = Main Building; RR = Red Room;
WW = West Wing; GR = Green Room

Monday 25 November		
Session	Time	Subject (Time)
AM1	8.45	Physics (90) in PS/MB Double Award Biology (90) in PS/MB
BREAK	10.40-10.55	Dining Hall
AM2	11.00	History: Germany and NI (105) in PS

Tuesday 26 November		
Session	Time	Subject (Time)
AM1	8.45	Religious Studies (60) in PS/MB
BREAK	10.25-10.40	Dining Hall
AM2	10.45	Physical Geography (90) in PS

Wednesday 27 November		
Session	Time	Subject (Time)
AM1	8.45	Speaking Tests in RR
BREAK	10.40-10.55	Dining Hall
AM2	11.00	French Writing (60) in PS
LUNCH	12.30-1.10	Dining Hall
PM	1.15	French Reading (50) and Listening (45) in WW

Thursday 28 November		
Session	Time	Subject (Time)
AM1	8.45	Biology (90) in Gym Double Award Chemistry (90) in Gym
BREAK	10.40-10.55	Dining Hall
AM2	11.00	Food and Nutrition (90) in Gym Digital Technology (60) in Gym

Friday 29 November		
Session	Time	Subject (Time)
AM1	8.45	History: International Relations (50) in GR/RR
BREAK	10.25-10.40	Dining Hall
AM2	10.45	Technology 1 (90) in RR Physical Education (75) in RR Music (90) in E2

Monday 2 December		
Session	Time	Subject (Time)
AM1	8.45	Chemistry (90) in Gym Double Award Physics (75) in Gym
BREAK	10.40-10.55	Dining Hall
AM2	11.00	Business Studies (75) in Gym

Tuesday 3 December		
Session	Time	Subject (Time)
AM1	8.45	Speaking Tests in RR
BREAK	10.40-10.55	Dining Hall
AM2	11.00	German Writing (60) in RR Spanish Writing (60) in PS
LUNCH	12.30-1.10	Dining Hall
PM	1.15	German/Spanish Reading (50) and Listening (45) in WW

Wednesday 4 December		
Session	Time	Subject (Time)
AM1	8.45	Human Geography (45) in Gym Art and Design 1 in W24
BREAK	10.40-10.55	Dining Hall
AM2	11.00	Technology 2 (75) in PS Art and Design 2 in W24
LUNCH	1.00-1.40	Dining Hall
PM	1.45	Art and Design 3 in W24

B. Schedule

- During the examination period you are only required to attend school for timetabled exams.
- AM1 exams begin **at the start** of the session. If you do not have an AM2 or PM exam you may leave school once your paper has been collected. If you have an AM2 or PM exam you should revise in the Assembly Hall until break, and in the Study Room from break until lunch.
- **The Study Room is M1.** Please attend the AM1, AM2 and PM sessions promptly as a register will be taken at the start of each session.
- If you are unable to travel to school later in the day you may attend at 8.45 am and revise in the Study Room until your first exam begins.
- Food will be available for purchase in the Dining Hall during break time.
- You may use the Assembly Hall at break time.
- AM2 exams begin **at the start** of the session. If you do not have a PM exam you may leave school once your paper has been collected. If you have a PM exam you should revise in the Assembly Hall until lunch.
- Lunch is available in the Dining Hall.
- PM exams begin **at the start** of the session. You may leave school once your paper has been collected, or revise in the Study Room until 3.30 pm.

C. Rooms

- If an exam is scheduled for two or more rooms the classes assigned to each room will be posted outside Private Study the morning of the exam.
- Mr. Cunningham will confirm any accommodations that have been put in place (extra time, special chair, etc.) before the exam period begins.
- The Library will be closed during the exam period.

D. Regulations

- All mobile devices should be turned off and left in schoolbags.
- Schoolbags should be secured in lockers before entering large exam rooms such as the Gym and Private Study, or left at the front when taking exams in smaller rooms.
- Only see-through pencil cases are permitted on desks.

E. Absence

- **If you anticipate an absence during the exam period**, the absence must be approved by the Principal before exams can be rescheduled.
- To reschedule missed exams use your school email account to contact Dr Glassey by sending email to internalexams@friends.lisburn.ni.sch.uk. Include your name, collect, and a brief description of the situation.
- Dr Glassey will then reply with an access code that will allow you to reschedule exams by completing the form at <https://wglassey.me.uk/fslexams/reschedule/yr12.htm>.

Details of rescheduled exams will then be sent to your school (C2K) email account.

Scan this QR code to access the form

