

FRIENDS' SCHOOL LISBURN

Arrangements for Advanced Level Candidates May/June 2017

1. Study Leave

1.1 Study Leave begins on Thursday 11 May, although pupils may be asked by subject teachers to attend further classes before particular examinations are scheduled. Candidates should use study leave time effectively. Candidates should note the dates and times of their examinations using their individual Examination Timetable and structure their revision accordingly. Individual examination timetables have been distributed to pupils. Candidates should pay particular attention to the arrangements made due to any examination clashes.

1.2 Year 14 may come in to School during Study Leave to work in the Library (see 4.2) or to attend extra revision classes. The Private Study Room, PS6, is also available for supervised study when not required for examinations. Year 14 pupils may come in to School out of uniform.

2. Examinations

2.1 Candidates should note the start time of each examination carefully and should aim to be in School 15 minutes in advance. It is particularly important in the case of those taking AS re-sits to check all starting times carefully as they do vary within the traditional morning and afternoon sessions. It should be noted that, when two Units are timetabled consecutively, there may not be the opportunity for pupils to consult notes between one exam ending and the other beginning.

2.2 If for any reason a pupil is unable to come to School for an examination, or is late for an examination, the School must be informed immediately either by telephone on 02892 662156 or by email at areddock920@c2kni.net. **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 a potentially wide range of difficulties, emotional or physical, which may 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. Please go to our website to view more information: <http://www.friendsschoollisburn.org.uk/index.php/academic/examinations/external>

2.4 A level examinations are mainly held in the Gym but other rooms will also have to be used – for example, the 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 carefully. Entry to the Gym is by the outside door at the Boys' Changing Room. All other doors leading to the Gym will be locked.

2.5 In the examination room all candidates are subject to the regulations concerning conduct set down by the Examination Boards (JCQ). Bags and other belongings not needed for the examination must be left outside the examination room. It is now a regulation set down by the Examination Boards that all writing equipment and Maths instruments required for the exam should be brought into the examination room in a clear plastic bag.

2.6 It is a JCQ regulation that **bottles of water/juice brought into the Exam room must have the labels removed** in advance. It is a JCQ requirement also that only clear wrappers for sweets are

permitted, so if a candidate is bringing sweets into the Exam room they should be unwrapped and placed in a clear plastic bag.

2.7 It should be noted that another regulation is that **hand-held devices such as mobile phones and MP3 players must not be taken inside the examination room**. Phones should either be locked 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.

2.8 Candidates must stay in the examination room for the duration of the examination.

3. Textbooks

3.1 Textbooks issued for pupils' use are the property of the School and must be returned in accordance with the instructions issued by the Head of Department. These arrangements should be noted in order to ensure that textbooks are returned at the correct time. A charge will be made for the replacement value of any textbook not returned.

4. Library

4.1 Library resources may be borrowed during Study Leave so long as there are no overdue loans in pupils' folders. The final date for the return of resources is Friday 2 June.

4.2 Year 14 may study in the Library during Study Leave, but should note that the Library will continue to operate its normal timetable throughout May and June and that study places in the Library cannot be guaranteed when junior classes are timetabled.

4.3 The Library will continue to be open for study Monday to Thursday inclusive from 3.30 pm to 4.30 pm.

5. Last day of term

5.1 Year 14 are invited to come in to School on the last day of term (Friday 30 June) for Final Assembly. Uniform need not be worn.

6. Issue of results

6.1 AS and A level results are issued on **Thursday 17 August**. Results may be collected from School from 9.00am onwards on that day. Results will not be given out over the telephone. Those who wish their results to be posted out to arrive on Thursday 17 August should leave a stamped, addressed A5 envelope with the Principal's Secretary in advance. Please note that printed copies of English Board results will not be in School until Thursday 17 August and therefore will not arrive home until Friday 18 August. A separate A5 envelope should be left with the Principal's Secretary for those who wish English Board results to be posted out.

6.2 Examination Boards also offer the facility for candidates to download A level results, and PIN numbers for CCEA candidates have been distributed by Mrs Kirkpatrick.

7. Advice following the issue of results

7.1 It is very important that those whose grades do not meet their offers should act immediately. The Principal, Vice-Principals and the Head of Careers are in School from 17 August onwards to offer advice and practical assistance in contacting Admissions Officers and entering Clearing. Advice is also available for anyone who, for whatever reason, wishes to change course.

7.2 A pro-forma will be sent out with results asking you to fill in details of your chosen course – it is essential you inform the School what you intend to do.

8. Advance dates

8.1 Bible Sunday will be held in School on **Sunday 28 May** at 7.30pm. Year 14 pupils and their families are warmly invited to the occasion, on which a School Bible is presented to each leaver.

8.2 Speech Day will be held on **Friday 8 September** at 2.00pm. All are very welcome to attend.