

## FRIENDS' SCHOOL LISBURN

### Arrangements for GCSE Candidates May/June 2017

#### 1. Study Leave

1.1 Study Leave begins on Friday 5 May. Pupils should use Study Leave time responsibly. They should note the dates and times of their examinations carefully 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, and pupils should pay particular attention to the arrangements made in the event of any examination clashes.

1.2 Pupils may come in to School during Study Leave by prior arrangement with a member of staff if they wish 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. Pupils must wear regulation school uniform when coming in to School for any purpose.

#### 2. Examinations

2.1 Pupils should note the start time of each examination carefully 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, 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 GCSE 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 Please note that it is also 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: invigilators will not allow any pupil to leave the room early.

### **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. Pupils should note these arrangements and 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 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 2 June.

4.2 Pupils 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. Private Study will also be available for pupils for supervised study at most times during the examination period. The Library will also continue to be open for study after School on Monday to Thursday inclusive from 3.30 pm to 4.30 pm.

### **5. Issue of results**

5.1 GCSE Results are issued on Thursday 24 August. Results may be collected from School from 9.00 am onwards on that day. Results will not be given out over the telephone. Pupils who wish their results to be posted out to arrive on Thursday 24 August should leave a stamped, addressed A5 envelope with the Principal's Secretary in advance.

### **6 Advice Day**

6.1 All pupils will be given an appointment on Thursday 24 August, which is a school day for the new 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 required 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. **Please note that the minimum requirement for entry to the Sixth Form is 14 points; 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.**

6.2 Pupils who are unable to attend the Advice Day should inform the Vice-Principal, Miss Collins, 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.