

FSL Internal Exams - January 2019

Pupil Guidance

To pupils in Years 12, 13 and 14:

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 the Gym except where noted on the exam timetable.
- 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 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.
- Exams in Art & Design, Moving Image Arts, and Speaking Tests in all Languages, will be scheduled by the subject teacher in advance of the exam period.
- Exams for Years 13 and 14 begin on Wednesday 16 January, and run through Tuesday 22 January.
- Exams for Year 12 begin on Monday 14 January, and run through Friday 25 January.
- Exams for Years 12-14 start at the beginning of the session.
- Pupils in Years 12-14 are only required to be in school for the duration of scheduled exams, and may leave the room once their exam paper has been collected.

- Daily schedule for pupils in Years 12 to 14:
AM1 8.45-10.45
Morning break (15 min)
AM2 11.00-1.00
Lunch (30 min)
PM 1.30-3.30
- Private Study (Years 13 and 14) and M34 (Year 12) is available Mon-Fri from 8.45-10.45, 11.00-1.00 and 1.30-3.30 pm, and the Library will remain open until 4.45 pm, for those wishing to remain in school to study during the exam period.
- Lunch is available during the exams for those who require it. Arrangements for lunch will be made via collect prior to the examination period.
- Pupils in Years 12-14 will sit rescheduled exams in Private Study by arrangement with Dr Glassey.
- Year 14 pupils taking Year 13 papers must schedule the Year 13 papers with Dr Glassey in advance of the exam period.

C. Regulations

- Mobile devices and schoolbags are not permitted in exam rooms.
- 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 asked to remain in school until 3.30 pm to complete missed exams on the day you return to school following an absence.