

FSL Internal Exams - January 2019

Pupil Guidance

To pupils in Years 8 and 9:

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 assigned rooms throughout the school. Rooms will be assigned by collect teachers before the exam period begins.
- 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.
- Examinations for Years 8 and 9 begin on Wednesday 16 January, and run through Tuesday 22 January.
- All pupils should report to their exam room for Registration at 8.45 am.
- Daily schedule for pupils in Years 8 and 9:
 - AM1 8.45-10.30
 - Morning break (15 min)
 - AM2 10.45-12.30
- Exams for all pupils, including those allocated extra time, are scheduled to finish five minutes before the end of the AM1 and AM2 sessions. Pupils should bring revision materials if there is time to revise before an exam.
- All pupils must attend the AM1 and AM2 sessions each day, and should bring appropriate revision materials if no exam is scheduled.

- Pupils may leave after the AM2 session if they do not have an exam timetabled for the PM session, and have completed any missed exams.
- Exams scheduled for the PM session begin at 1.00 pm.
- Missed exams will be taken in Private Study.
- The Library is open every day until 4.45 pm for those wishing to remain in school to study.
- Lunch is available during the exams for those who require it. Arrangements for lunch will be made via collect prior to the examination period.

C. Regulations

- All mobile devices should be turned off and left in schoolbags.
- All schoolbags should be left at the front of the room.
- 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.