

# FSL Internal Exams - January 2021

## Pupil Guidance

*To pupils in Year 8:*

*The arrangements for the January 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. Schedule

- Examinations for Year 8 begin on Mon 11 Jan and run through Fri 22 Jan.
- The exam timetable will be presented during Collect, and should be written into your homework planner.
- Year 8 pupils must attend the AM1 and AM2 sessions each day, and should bring appropriate revision materials if no exam is scheduled.
- AM1 and AM2 exams for pupils in Year 8, including those with extra time, finish five minutes **before the end** of the session. Pupils should bring revision materials if there is time to revise before an exam.
- Food will be available for purchase in the Dining Hall during break time.
- Year 8 pupils may use their exam room at break time.
- The AM2 session ends at 12.25 and lunch is available from 12.25-1.00 in the Dining Hall for those who require it.
- There are no afternoon exams.
- Pupils in Year 8 have three study at home days (Tue 12 Jan, Thu 14 Jan, and Wed 20 Jan) and **must not attend school on these days**.
- Pupils in Year 8 should only attend school on Fri 22 Jan to complete missed exams that have been rescheduled by Dr Glassey.

## B. Rooms

- Year 8 pupils will be seated by collect in the following exam rooms:

Collect	8A	8B	8C	8D	8E
Room	E11	E12	E13	E16	E17

- 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.
- Mrs Blakeman will advise collects of the arrangements for the music exam.

## C. Regulations

- All mobile devices should be turned off and left in schoolbags.
- Schoolbags should be left at the front of the exam room.
- Only see-through pencil cases are permitted on pupil desks.

## D. Absence

- All absences during the exam period must be approved by the Principal.
- Once an absence has been approved, missed exams can be rescheduled by completing the online form at:  
<http://wglassey.me.uk/missexams/yr8.htm>

Scan to access  
the form from a  
mobile device



*A new exam timetable, giving details of rescheduled exams, will then be sent to your school (C2K) email address.*

- The online form should also be used to request the rescheduling of exams missed as the result of an unplanned absence.