

# FSL Internal Exams - May 2022

## Pupil Guidance

*To pupils in Year 11:*

*The arrangements for the Summer 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

- Exams for Year 11 begin on Mon 16 May and run through Mon 23 May.
- The exam timetable will be presented during Collect. Pupils should write their exam timetable into their homework planner.
- Year 11 pupils should only attend for examinations.
- AM1 exams begin **at the start** of the session. Pupils with an AM2 or PM exam will revise in the Assembly Hall until break. Pupils with no AM2 or PM exam may leave school once their paper has been collected.
- Pupils unable to travel to school at a later time may attend at 8.45 am and revise in the Library.
- Food will be available for purchase in the Dining Hall during break time.
- Year 11 pupils may use the Assembly Hall at break time.
- AM2 exams begin **at the start** of the session. Pupils with a PM exam will revise in the Assembly Hall until lunch. Pupils with no PM exam may leave school once their paper has been collected.
- Lunch is available in the Dining Hall from 1.00-1.40 pm.
- The PM session begins at 1.45 pm.
- Pupils will sit missed exams in the Library.

## B. Rooms

- Mrs Waring will write to parents to ensure that appropriate arrangements are in place for pupils with additional needs (extra time, special chair, etc.) before the start of the exam period.
- Year 11 pupils will be based in the Gym during the exam period.
- Exam rooms for Music and Art are detailed on the exam timetable.
- The following rooms will be used for Modern Language listening exams:

<i>Subject</i>	<i>Exam Room (Class/Teacher)</i>
French	W1(11Y3/PMG) W3(11Y2/KA) W12(11W/KA) W21(11Y1/EG)
German	W2(11Y1/SMB)
Spanish	W3(11Y2/HS) W4(11Y1/GC)

## 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:  
<https://wglassey.me.uk/fslexams/reschedule/yr11.htm>

*Scan this QR code 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 that have been missed as the result of illness or other unplanned absence.