

FSL Internal Exams - May 2022

Pupil Guidance

To pupils in Year 9:

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

- Year 9 will be off-timetable from Thu 19 May through Wed 25 May.
- The exam timetable will be presented during Collect. Pupils should write their exam timetable into their homework planner.
- Year 9 pupils are required to attend the AM1 and AM2 sessions each day, and should bring appropriate revision materials if no exam is scheduled.
- AM1 exams for pupils in Year 9, 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 9 pupils may use their exam room at break time.
- AM2 exams for pupils in Year 9, 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.
- The AM2 session ends at 12.30 pm. Pupils may leave school at 12.30 pm if they do not have an exam in the afternoon.
- Lunch is available in the Dining Hall from 12.30-1.10 pm.
- The PM session begins at 1.15 pm.
- Pupils will sit missed exams in the Library.

B. Rooms

- Year 9 pupils will be seated by collect in the following exam rooms:

Collect	9A	9B	9C	9D	9E
Room	W11	W12	W21	W22	W25

- 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.
- Mrs. Blakeman will advise classes 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:
<https://wglassey.me.uk/fslexams/reschedule/yr9.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.