

# FSL Internal Exams - December 2023

## Pupil Guidance

*To pupils in Year 9:*

*The arrangements for the Winter 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.*

***This document was updated on Tuesday 21 November. Changes to the schedule are in bold.***

### A. Schedule

- **The Winter examinations will run from Thursday 30 November to Thursday 7 December.**
- **Exams originally scheduled for Wednesday 29 November have been moved to Thursday 7 December.**
- **The exam timetable has been updated and is published on the school website under *School Life > Examinations > Internal*.**
- You are required to attend the AM1 and AM2 sessions each day, and should bring appropriate revision materials if no exam is scheduled.
- AM1 exams, including those for pupils with extra time, finish five minutes **before the end** of the session. You 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.
- You may use the Assembly Hall at break time.
- AM2 exams, including those for pupils with extra time, finish five minutes **before the end** of the session. You should bring revision materials if there is time to revise before an exam.
- The AM2 session ends at 12.30 pm and lunch is available in the Dining Hall from 12.30-1.10 pm for those who require it.
- PM exams begin at 1.15 pm.

## B. Rooms

- Year 9 pupils will be seated with Year 10 in the following rooms:

Collect	9A	9B	9C	9D	9E	9F
Room	M13 M14	M15 M16	M30 M32	W11 W12	W21 W22	W25

Collect teachers will assign pupils to rooms before the exams begin.

- Mr Cunningham will confirm any accommodations that have been put in place (extra time, special chair, etc.) before the exam period begins.
- Mrs. Blakeman will advise classes of the arrangements for the Music exam.
- The Library will be closed during the exam period.

## 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 desks.

## D. Absence

- If you anticipate an absence during the exam period, the absence must be approved by the Principal in advance.

- Once an absence has been approved, exams that will be missed can be rescheduled by completing the form at:  
<https://friendsschoollisburn.org.uk/internalexams/reschedule/yr9.htm>

*Details of rescheduled exams will then be sent to your school (C2K) email address.*

Scan this QR code to access the form



- 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.