

# FSL Internal Exams - December 2023

## Pupil Guidance

*To pupils in Year 13:*

*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.*

### A. Schedule

- Internal examinations for Year 13 begin on Monday 27 November and run through Wednesday 6 December.
- The exam timetable will be presented during Collect. Use this opportunity to write your exam timetable into your homework planner.
- You should only attend school for examinations.
- AM1 exams begin **at the start** of the session. If you do not have an AM2 or PM exam you may leave school once your paper has been collected. If you have an AM2 or PM exam you should revise in the Assembly Hall until break, and in Private Study from break until lunch.
- If you are unable to travel to school later in the day you may attend at 8.45 am and revise in Private Study until your first exam begins.
- Food will be available for purchase in the Dining Hall during break time.
- You may use the Year 13 Common Room at break time.
- AM2 exams begin **at the start** of the session. If you do not have a PM exam you may leave school once your paper has been collected. If you have a PM exam you should revise in the Assembly Hall until lunch.
- Lunch is available in the Dining Hall from 1.00-1.40 pm.
- PM exams begin at 1.45 pm.

## B. Rooms

- Year 13 will be based in the Green Room during the exam period.
- Exams will be held in other rooms as follows:

<i>Session</i>	<i>Class/Teacher/Exam Room</i>
Thu 30 AM1	13B/JW/GR, 13G/RNM/RR, 13O/HP/RR

- Mrs Waring will confirm any accommodations that have been put in place (extra time, special chair, etc.) before the exam period begins.
- 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 secured in lockers before entering the Gym, or left at the front when taking exams in other rooms.
- 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/yr13.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.