

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.

A. Schedule

- The Winter examinations will run from Wednesday 29 November to Wednesday 6 December.
- The exam timetable will be presented during Collect. Use this opportunity to write your exam timetable into your homework planner.
- 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.

- Mrs Waring 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.