

FRIENDS' SCHOOL LISBURN

Arrangements for AS Level Candidates May/June 2022

1. Study Leave

1.1 Study Leave begins on Friday 6 May, although in some instances, pupils may be asked by subject teachers to attend further classes. Pupils should use the time as effectively as possible; they should also note the dates and times of their examinations using their individual examination timetable and structure their revision accordingly. Individual examination timetables have been distributed to pupils. Candidates should pay particular attention to the arrangements made due to any examination clashes.

1.2 Year 13 may come in to school during Study Leave to work in the Library (see 4.2) or to attend extra revision classes. Pupils are reminded that they should wear school uniform when in school for any reason.

2. Examinations

2.1 Candidates should note the start time of each examination carefully and should aim to be in School 15 minutes in advance of that time. It should be noted that, when two units are timetabled consecutively, there may not be the opportunity for pupils to consult notes between the end of one exam and the beginning of the next.

2.2 If for any reason a pupil is unable to come to School for an examination, or is late, school must be informed immediately either by telephone on 028 9266 2156 or by emailing office@friends.lisburn.ni.sch.uk. **Please note that, if pupils arrive late for an examination, the examination board will not necessarily accept the candidate's script.**

2.3 **Special Consideration** is a minor adjustment to the marks or grades of a candidate who is affected by circumstances, including a range of emotional or physical difficulties which affect performance in examinations. Candidates will be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination is affected by adverse circumstances beyond their control. Further information can be found on our [website](#).

2.4 AS examinations are held mainly in the Sports Hall but other rooms will also have to be used, including Private Study rooms and classrooms in the West Wing and in the main building. Details will be posted in advance on the Examinations noticeboard and all pupils should note the information provided carefully. Entry to the Sports Hall is by the main door only. All other doors leading to the Sports Hall will be locked.

2.5 In the examination room all candidates are subject to the regulations concerning conduct set down by the Examination Boards. Bags and other belongings not needed for the examination must be left outside the examination room. It is now a regulation set down by the Examination Boards that all writing equipment and Maths instruments required for the exam should be brought into the examination room in a clear plastic bag.

2.6 It is a JCQ regulation that bottles of water or juice brought into the exam room must have the labels removed in advance. It is a JCQ requirement also that only clear wrappers for sweets are permitted.

2.7 Devices such as mobile phones, all watches and fitness trackers must not be taken into the examination room. Phones should either be locked in lockers or left with the General Office for safekeeping. At the General Office phones will be put in a named envelope and placed in the safe. In the event that a pupil is found to be in possession of a device that is not allowed in the exam hall a malpractice investigation will be required with outcomes reported to CCEA who will decide on the action taken.

2.8 Candidates must stay in the examination room for the duration of the examination.

2.9 If details of exam questions are shared with candidates prior to an examination taking place, this must be reported to a teacher, whether or not candidates believe the details to be genuine.

3. Textbooks

3.1 Textbooks issued for pupils' use are the property of the school and must be returned in accordance with the instructions issued by the Head of Department. These arrangements should be noted in order to ensure that textbooks are returned at the correct time. A charge will be made for the replacement value of any textbook not returned.

4. Library

4.1 Library resources may be borrowed during Study Leave so long as there are no overdue loans in pupils' folders. The final date for the return of resources is Friday 24 June.

4.2 Year 13 may study in the Library during Study Leave, but should note that the Library will continue to operate its normal timetable throughout May and June and that study places in the Library cannot be guaranteed when junior classes are timetabled. Private Study will also be available for supervised study at most times during the examination period. The Library will continue to be open for study Monday to Thursday inclusive from 3.30 p.m. to 4.30 p.m.

5. Work Experience Briefing & UCAS Registration

5.1 Work Experience takes place in the week beginning 20 June 2022, with alternative dates for those who are participating in the Duke of Edinburgh's Award Scheme.

5.2 All pupils should sign up on the for UCAS registration on one of the designated days (Friday 10 June, Friday 17 June or Monday 27 June), using the Google Form provided by Ms Spiers. Full school uniform should be worn. Pupils should go to the Assembly Hall for 9.00am. Pupils may also be asked to come in to school in the final week of term to meet with UCAS writers.

6. Last day of term

6.1 All Year 13 pupils are invited to come in to school on the last day of term (Wednesday 30 June) for Final Assembly

7. Issue of Results

7.1 AS and A-level results are issued on **Thursday 18 August**. Pupils may download results, and PIN numbers for CCEA candidates have been distributed by Mrs. Kirkpatrick. Alternatively, hard copies of results may be collected from School from 9.00am onwards on that day. Those who wish their results to be posted out should leave a stamped, addressed A5 envelope with the Principal's Secretary in advance. However, please note that these will not arrive with you until Friday 19 August. **Under no circumstances will results be given out over the telephone.**

8. AS Advice Day

8.1 An advice session for those who require further assistance with options for Year 14 will be held on Thursday 18 August from 10.00am to 12.30pm in the Library. Pupils are advised to attend if:

- they have achieved a grade D or E in a subject they wish to take to A2;
- they are disappointed by their AS results and/or are uncertain about continuing with a subject to A2;
- they have not achieved three passes at Grade D or above.

Pupils have made their A2 choices and should appreciate that any changes are subject to confirmation, depending on class size and the option blocks already timetabled.

Pupils must have a minimum of 3 passes (Grade E) at AS Level in order to proceed to A2, and return to school for pupils with two or more D and E grades will be subject to discussion with Senior Staff.