

## FRIENDS' SCHOOL LISBURN

### Arrangements for Advanced Level Candidates May/June 2024

#### 1. Study Leave

1.1 Study Leave begins on Thursday 2 May, although in some instances, pupils may be asked by subject teachers to attend further classes. Pupils should use study leave time effectively; 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 by the Examinations Officer (Mrs Kirkpatrick). Candidates should pay particular attention to the arrangements made due to any examination clashes.

1.2 Year 14 pupils may come into school during Study Leave to work in Private Study (see 4.2) or to attend extra revision classes. The Library is also available for supervised study when not required for other classes. Year 14 pupils are not required to wear uniform during this period.

#### 2. Examinations

2.1 Candidates should note the start time of each examination and should aim to be in School 15 minutes in advance of that time. Please note 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, the school must be informed immediately either by telephone on 02892 662156 or by emailing [office@friends.lisburn.ni.sch.uk](mailto: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 physical or emotional 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 A-level examinations are held mainly in the Sports Hall but other rooms will also be used, including 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. Entry to the Sports Hall is by the main door. 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 Joint Council for Qualifications (JCQ) which governs awarding bodies such as CCEA. Bags and other belongings not needed for the examination must be left outside the examination room. It is a JCQ regulation 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 also a JCQ regulation that bottles of water or juice brought into the exam room must have the labels removed in advance and that only clear wrappers for sweets are permitted.

2.7 Devices such as mobile phones, watches, fitness trackers and wireless earphones must **under no circumstances** be taken into the examination room. Phones should either be left at home, locked securely in a locker 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 the awarding body who will decide on any 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 and by Friday 21 June at the latest. 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 21 June.

4.2 Year 14 may study in the Private Study during Study Leave but should note that Private Study may be required from time to time as an examination location. In this instance pupils may avail of the study facilities in the Library.

### 5. Last day of term

5.1 Year 14 are invited to come into School on the last day of term (Friday 28 June) for Final Assembly. Uniform need not be worn.

### 6. Issue of results

6.1 AS and A-level results are issued on **Thursday 15 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 18 August. **Under no circumstances will results be given out over the telephone.**

### 7. Advice following the issue of results

7.1 It is very important that those whose grades do not meet their offers act immediately. The Principal, Vice-Principals and the Head of Careers are in School from 15 August onwards to offer advice and practical assistance in contacting Admissions Officers and entering the UCAS Clearing system. Advice is also available for anyone who, for whatever reason, wishes to change course.

7.2 A pro-forma will be sent out with results asking you to fill in details of your chosen course, and it is essential you inform the school what you intend to do.

### 8. Advance dates

8.1 Bible Sunday will be held in School on **Sunday 28 April** at 7.00pm. Year 14 pupils and their families are warmly invited to the occasion, at which a School Bible is presented to each leaver.

8.2 Speech Day will be held on **Friday 6 September** at 2.00pm. All are very welcome to attend.

8.3 Next year is an important year in the life of the school as we celebrate our 250<sup>th</sup> anniversary, and we would be delighted to see our leavers at some of the events we have organised to mark the occasion. For further details and to sign up to the Old Scholars' Association, please visit [www.friends-for-life.org.uk](http://www.friends-for-life.org.uk). Pupils are also encouraged to keep up to date by following us on our social media channels.