

FRIENDS' SCHOOL LISBURN

Arrangements for AS Level Candidates May/June 2024

1. Study Leave

1.1 Study Leave begins on Friday 3 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 and they should ensure they are clear about the time, date and venue of their examinations. Pupils should pay attention to the arrangements made due to any examination clashes.

1.2 Year 13 may come into school during Study Leave to work in Private Study (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 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 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 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 of venues for examinations should be listed on individual examination timetables distributed to pupils. 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 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 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, wireless earphones 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. If 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. Outcomes will be reported to CCEA who will decide on the action taken, which may include deduction of marks or disqualification.

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 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 Private Study will be available for supervised study at most times during the examination period.

5. Work Experience Briefing & UCAS Registration

5.1 Work Experience takes place in the weeks beginning 10 and 17 June 2024. There will be a work experience Health and Safety briefing for all Year 13 at 10.45am on Friday 7 June and it is essential that pupils attend this. This will take place in the Assembly Hall.

5.2 All pupils should sign up for UCAS registration on one of the designated days (Friday 7 June at 11.30am, Monday 17 June at 9.00 or Wednesday 19 June at 10.40am), using the Google Form provided by Mrs Anderson. They will find this on the Year 13 Google Classroom and should already have committed to one of these times. Full school uniform should be worn.

5.3 Pupils have commenced work on their Personal Statements in their Year 13 Careers classes. It is expected that they will have made good progress on this before returning to school for Year 14 and, in advance of their first meeting with their UCAS Reference writer in September, they should have produced a first draft using Unifrog. Please support your son/daughter in keeping to these deadlines by encouraging them to set aside some time after their AS exams have finished, to work on this.

6. Last day of term

6.1 All Year 13 pupils are invited to come into school on the last day of term (Friday 28 June) for Final Assembly

7. Issue of Results

7.1 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 16 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 15 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. Return to school for pupils with two or more D and E grades will be subject to discussion with Senior Staff.