

FRIENDS' SCHOOL LISBURN

Arrangements for AS Level Candidates May/June 2017

1. Study Leave

1.1 Study Leave begins on Friday 5 May, although pupils may be asked by their subject teachers to attend further classes before their examination is scheduled. Candidates should use study leave time effectively. Candidates should 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 regulation 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. It should be noted that, when two Units are timetabled consecutively, there may not be the opportunity for pupils to consult notes between one exam ending and the other beginning.

2.2 If for any reason a pupil is unable to come to School for an examination, the School must be informed immediately either by telephone on 028 9266 2156 or by email at areddock920@c2kni.net. **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 a potentially wide range of difficulties, emotional or physical, which may 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. Please go to our website to view more information: <http://www.friendsschoollisburn.org.uk/index.php/academic/examinations/external>

2.4 AS examinations are mainly held in the Gym but other rooms will also have to be used – for example, the 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 Gym is by the outside door at the Boys' Changing Room. All other doors leading to the Gym 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/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, so if a candidate is bringing sweets into the Exam room they should be unwrapped and placed in a clear plastic bag.

2.7 It should also be noted that one of the regulations is that hand-held devices such as mobile phones and MP3 players must not be taken inside 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.

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

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 your folder. The final date for the return of resources is Friday 2 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 **All Year 13 Pupils are required to come into School on Friday 16 June from 9.00-1.00** to receive final information about Work Experience (Mon 19 – Fri 23 June) and to register for UCAS. Full school uniform should be worn. Pupils should go to the Assembly Hall for 9.00.

6. Last day of term

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

7. Issue of Results

7.1 AS results are issued on Thursday 17 August. Results may be collected from School from 9.00 a.m. onwards on that day. Results will not be given out over the telephone. Those who wish their results to be posted out to arrive on Thursday 17 August should leave a stamped, addressed A5 envelope with the Principal's Secretary in advance.

8. AS Advice Day

8.1 An advice session for those who require further assistance with options for Year 14 will be held on Friday 18 August from 10.00 a.m. to 12.30 p.m. in the Library. Pupils are advised to attend the Consultation Morning 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 E 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.**