

FSL Internal Exams - January 2021

Pupil Guidance

To pupils in Year 12:

The arrangements for the January 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

- Examinations for Year 12 begin on Mon 11 Jan and run through Fri 22 Jan.
- The exam timetable will be presented during Collect, and should be written into your homework planner.
- Pupils in Year 12 are only required to attend for examinations.
- AM1 exams for pupils in Year 12, including those with extra time, begin **at the start** of the session. Pupils with an AM2 exam will remain in their exam room to revise until break. Pupils that do not have an AM2 exam should leave school once their paper has been collected.
- Food will be available for purchase in the Dining Hall during break time.
- Year 12 pupils may use the Assembly Hall during break time.
- AM2 exams for pupils in Year 12, including those with extra time, begin **at the start** of the session. Pupils should leave school once their paper has been collected.
- Lunch is available from 1.00-1.30 in the Dining Hall for those who require it. Pupils taking lunch may use the Assembly Hall until 1.00 pm.

B. Rooms

- Year 12 pupils will be based in the Gym, and should attend the following rooms for language exams:

<i>Subject</i>	<i>Exam Rooms</i>
French	12B(M13) 12Y/1(M14) 12Y/2(M15)
German	12Y/1(M16)
Spanish	12Y/1(M13) 12Y/2(M14) 12Y/3(M15)

- The exam rooms for Music and Art are detailed on the exam timetable.
- Mrs Waring will speak to pupils with additional needs (extra time, special chair, etc.) to ensure that appropriate arrangements are in place before the start of the exam period.
- Private Study and 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 pupil desks.

D. Absence

- All absences during the exam period must be approved by the Principal.
- Once an absence has been approved, missed exams can be rescheduled by completing the online form at:
<http://wglassey.me.uk/missedexams/yr12.htm>

*Scan to access
the form from a
mobile device*



A new exam timetable, giving details of rescheduled exams, will then be sent to your school (C2K) email address.

- The online form should also be used to request the rescheduling of exams missed as the result of an unplanned absence.