

FSL Internal Exams - January 2021

Pupil Guidance

To pupils in Year 9:

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 9 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.
- Year 9 pupils must attend the AM1 and AM2 sessions each day, and should bring appropriate revision materials if no exam is scheduled.
- AM1 and AM2 exams for pupils in Year 9, including those with extra time, finish five minutes **before the end** of the session. Pupils should bring revision materials if there is time to revise before an exam.
- Food will be available for purchase in the Dining Hall during break time.
- Year 9 pupils may use their exam room at break time.
- The AM2 session ends at 12.25 and lunch is available from 12.25-1.00 in the Dining Hall for those who require it.
- There are no afternoon exams.
- Pupils in Year 9 have a study at home day on Wed 20 Jan and **must not attend school**.
- Pupils in Year 9 should only attend school on Fri 15 Jan and Fri 22 Jan to complete missed exams that have been rescheduled by Dr Glassey.

B. Rooms

- Year 9 pupils will be seated by collect in the following exam rooms:

Collect	9A	9B	9C	9D	9E
Room	M25	M30	M31	M32	M34

- 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.
- Mrs Blakeman will advise collects of the arrangements for the music exam.

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/yr9.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.