

# YEARS 11 & 13 EXAMINATION TIMETABLE

## Friday 31 January to Friday 14 February 2020

Please note the following:

### YEAR 11

- Remember that you may be taking an examination during the middle of ordinary lesson time for the rest of the school so not only do you need to be quiet but you will not be able to go to your own form rooms.
- When you leave your form room to go to the Dining Hall or Main Hall ready to line up to be taken to the Merici Hall or other exam room, take with you your bag with everything you need for **after the examination**, including books for lessons or revision for subsequent examinations and put these securely in your locker, together with any money or valuables. No books, bags, paper etc. may be taken into the exam room.
- **Morning Session 1 - you must register in your form room at 8.45.** Form teachers will then escort or send you to the **DINING HALL** at 8.50am ready to line up to go to the Merici Hall or other exam room.
- **Morning Session 2** – put your bags in cloakroom or lockers at beginning of break, then **go to the main SCHOOL HALL no later than 11.10am** ready to line up for exams.
- **Afternoon – go to the main SCHOOL HALL no later than 1.15pm.** You will be registered in the exam room.  
Be prompt - papers must begin on time if you are to travel on contract coaches etc.

### YEAR 13

- **Morning - you must register in your form room at 8.45am.** Then come straight to the Dining Hall at 8.50am ready to line up to go to the Merici Hall or other exam room.
- **Afternoon – you should be in room T26 (English corridor) no later than 1.15pm.** You will be registered in the exam room.  
Be prompt - papers must begin on time if you are to travel on contract coaches etc.

### **THE INFORMATION BELOW AND ON THE NEXT PAGE APPLIES TO BOTH YEAR 11 & YEAR 13 STUDENTS**

- 1
  - You must remember to take with you materials needed for your examinations, e.g. BLACK pens/biros (please also bring spares), pencils, rubbers, rulers, protractors, coloured pencils, calculators. **The school will not be providing these items.**
  - Any pencil cases or geometry set cases taken into the exam room must be see-through. Pens & instruments, etc. can be put into a clear plastic bag or wallet.
  - **You must write ONLY in BLACK ink or biro, unless the instructions on the front of the question paper say otherwise.** HB pencil may only be used for diagrams, multiple choice etc.
  - No Tippex or any eraser other than a rubber may be used. Cross out neatly anything you do not want marked.

2	<p><b>PLEASE NOTE THAT YOU MUST NOT TAKE INTO ANY EXAM ROOM:</b></p> <ul style="list-style-type: none"> <li>• <b>WATCHES OF ANY KIND – NO WATCHES AT ALL MAY BE BROUGHT INTO THE EXAM ROOM.</b></li> <li>• Potential technological/web enabled sources of information such as an <b>iPOD, a SMARTWATCH, a MOBILE PHONE, or an MP3/4 PLAYER, EVEN IF SWITCHED OFF</b> – they must be left at home or safely locked in your locker.</li> <li>• <b>NOTES</b></li> <li>• <b>CALCULATOR CASE/INSTRUCTION LEAFLET</b></li> <li>• Staff will not be responsible for the safekeeping of students' property, including mobile phones and electronic equipment.</li> <li>• <b>No books, bags, paper, etc. may be taken into the exam room or left outside at the doorway.</b></li> <li>• No Tippex or any eraser other than a rubber may be used. Cross out neatly anything you do not want marked.</li> </ul>
3	<ul style="list-style-type: none"> <li>• All labels must be removed from drinks bottles. Drinks containers will not be permitted. <b>Only water bottles (max. 750mls) with sports or screw on tops, and containing clear water, are allowed.</b></li> </ul>
4	<ul style="list-style-type: none"> <li>• If you require extra stationery or have any other query during the course of the examination, put up your hand and wait for one of the staff to come to you. You should not walk about to collect paper, etc.</li> </ul>
5	<ul style="list-style-type: none"> <li>• Once you are in the Hall there must be no talking. It is particularly important that you leave the Hall quietly at the end of your exam and that you do so in an orderly, disciplined and methodical manner as other candidates may still be working.</li> </ul>
6	<ul style="list-style-type: none"> <li>• You will only be allowed to leave the exam room at the end of the time allocated for your examination. No papers may be handed in early.</li> </ul>
7	<ul style="list-style-type: none"> <li>• If you are absent from school during examinations, a note from your parents must be brought to your form teacher in the usual way. Upon return to school you must also see Mrs Tuck in the Exams Office to arrange an alternative time to sit your missed mock exams.</li> </ul>
8	<ul style="list-style-type: none"> <li>• If you are aware that you have a “clash” (when 2 subjects you are taking are scheduled at the same time) and it is not shown as amended on this timetable, please see Mrs Tuck urgently.</li> </ul>