

Lower Sixth A Level and IBI Summer Examinations June 2019

Internal Examination Leave Rules

1. There is full Examination/Study Leave for the Lower Sixth **A Level** boys between **Monday 3 June and Tuesday 11 June**; boys return to lessons as normal from Period 1 on Wednesday 12 June.
2. There is full Examination/Study Leave for the Lower Sixth **IBI** boys between **Monday 3 June and Saturday 8 June**; boys return to lessons as normal from Period 1 on Monday 10 June.
3. Boys are expected to know the times of their examinations and must arrive at School in good time for the start of their examinations.
4. Exams will take place in the Recital Hall (A Level) or Memorial Hall (IB) unless otherwise stated.
5. Boys should liaise with their Games teachers to confirm attendance expectations during examinations. Boys are otherwise expected to fulfil their Music and other extra-curricular commitments throughout the examination period. Academic Support and ESL lessons should be rearranged with teachers.
6. Boys taking Chinese lessons after school are expected to attend these as usual during the Examination Period.
7. Boys will be registered in the Exam Room.
8. In line with Exam Board regulations, mobile phones **and all types of watch** are not permitted in the Examination Room and should be left at home or at the Bell Room.
9. Boys may only bring into the Exam Room a *clear plastic* pencil case containing the equipment permitted in that particular exam and a bottle of water in a *clear, unlabelled* bottle.
10. Boys must wear School Uniform for all Examinations.
11. Any boy in school (even if only for revision purposes) must be in School Uniform. Boys taking lunch at School must be in uniform.
12. Any boy coming into school to revise **must register on arrival at the Bellroom, and sign out at the Bellroom if they are leaving school before the end of the school day**. This is an important safeguarding measure.
13. As at all other times of year, boys are not permitted to go into town during the usual school lesson times.
14. Extra Time, Word Processors and other Access Arrangements: any questions about Access Arrangements such as extra time or word processors for Internal Examinations by those boys who are eligible should be directed to Miss Thompson. If you have extra time, you will need to complete a record of extra time used in each exam on the Extra Time Record Sheet provided. Boys eligible for extra time must use the full arrangements in the Internal Exams, and will not be permitted to leave an exam early if they have extra time. This is because if they do not make full use of their eligible time, they will lose it for their actual public exams as the School has to provide evidence to exam boards of arrangements being used as the normal way of working in the School.
15. Boarders will be issued with their House Study Leave rules by Housemasters and are expected to follow these rules.
16. Boys using the Library between exams are expected to be revising there *in silence*; as in term time, the Library may not be used as a social area during Study Leave. Boys may use the Café Bar for this, or Day Boys may use their own Day House.
17. Any other questions about the A Level Internal Examinations should be directed to Mrs Martin-Merchant (Examinations Officer); queries regarding the IB exams should be directed to Mr Finch (Director of IB).

Other notes

When not in an examination, boys may:

- Work at home/in your boarding house
- Work in Department Study areas or classrooms around the school (if not being used for other teaching). Details [here](#).
- Work **in silence** in the School Library
- Work in one of the school's computer rooms if you require a computer

Boys should help each other during the Exam Period by observing these rules. **These Exams are designed to give you the best possible indication of your attainment to date, and are vital for your preparation for the actual summer exams and for UCAS predictions, so don't give yourself a false impression by not taking these Trial exams seriously - you'll only regret it if you don't make the best use of this opportunity.**

You will find some helpful revision aids on the Upper School 'Supporting Learning' pages of Firefly ([here](#)). The GCSE Revision Booklet is also helpful in giving you some revision strategies and techniques.

Sam Baldock
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