

GCSE/IGCSE TRIAL EXAMINATIONS: January 2020

Trial Examination Leave Rules

1. There is full Examination/Study Leave from **Tuesday 7 January – Saturday 18 January inclusive** for all Fifth Form boys; boys return to lessons as normal from Period 1 on Monday 20 January.
2. Boys are expected to know the times of their examinations and must arrive at School in good time for the start of their examinations.
3. Exams will take place in the Great Hall unless otherwise stated on the Examination Timetable.
4. Boys are expected to attend instrumental music lessons, EAL lessons and Academic Support lessons. If you have an exam which clashes with a lesson, you should contact your teacher to rearrange the lesson.
5. Boys are expected to fulfill any extra-curricular, Games or Sport Team commitments throughout Study Leave unless arrangements are made in advance with the master in charge.
6. Boys taking Chinese lessons after school are expected to attend these as usual during the Trial Examination Period.
7. Boys will be registered in the Exam Room. Any boy coming in to school to work or revise (and not for an exam) *must* sign in and out at the Bell Room.
8. In line with GCSE/IGCSE 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, unmarked and unlabelled* bottle.
10. Boys must wear School Uniform for all Examinations.
11. Extra Time, Word Processors and other Access Arrangements: any questions about Access Arrangements such as extra time or word processors for Trial 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 Trial 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 GCSEs as the School has to provide evidence to exam boards of arrangements being used as the normal way of working in the School.
12. Boarders will be issued with their House Study Leave rules by Housemasters and are expected to follow these rules.
13. Boys using the Library between exams are expected to be revising there quietly; 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.
14. Department study areas are also available for boys to revise in when not in an exam.
15. Any other questions about the Trial Examinations should be directed to Mrs Martin-Merchant, Examinations Officer.

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).
- Work **quietly** 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 Trial Period by observing these rules. **These Trial 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, 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.

Summary of Equipment required for all exams

It is each boy's responsibility to ensure that they have the following equipment for them in all exams; invigilators are not able to provide equipment in the event that boys do not have the correct equipment with them.

1. At least two **black** ink pens
2. At least two pencils
3. A ruler
4. A protractor
5. A compass
6. A calculator (where appropriate)
7. An eraser

Additionally, if there is any subject-specific equipment or material needed (e.g. a copy of a set text) it is your responsibility to ensure you bring such material to the exam room.

Sam Baldock
Deputy Head (Academic)
November 2019