

IB and A LEVEL TRIAL EXAMINATIONS: January 2020

Trial Examination Leave Rules

1. There is full Examination/Study Leave for the **Upper Sixth IB boys from Tuesday 7 January to Friday 17 January inclusive**; boys return to lessons as normal from Period 1 on Saturday 18 January.
2. There is full Examination/Study Leave for the **Upper Sixth A-Level boys from Tuesday 7 January to Saturday 18 January inclusive**; boys return to lessons as normal from Period 1 on Monday 20 January.
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. IB exams will take place in the **Memorial Hall** and A-Level exams will take place in the **Old Theatre**, unless otherwise stated on the Examination Timetable.
5. Boys are expected to attend instrumental music lessons, EAL lessons and Academic Support lessons. If boys have an exam which clashes with a lesson, they should contact their teacher to rearrange the lesson.
6. 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.
7. Boys taking Chinese lessons after school are expected to attend these as usual during the Trial Examination Period.
8. 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.
9. In line with IB/A Level 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.
10. 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.
11. Boys must wear school uniform for all examinations.
12. Any boy in school (even if only for revision purposes) must be in school uniform.
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 Trial Examinations by those boys who are eligible should be directed to Miss Thompson. If boys have extra time, they 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 public examinations as the School has to provide evidence to exam boards of arrangements being used as the normal way of working.
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 quietly there; 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. Department study areas are also available for boys to revise in when not in an exam..
18. Any other questions about the A-Level Trial Examinations should be directed to Mrs Martin-Merchant (Examinations Officer); any other questions about the IB Trial Examinations should be directed to Mr Adrian Finch (Director of IB).

Other notes:

When not in an examination, boys may:

- work at home/in their 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 boys the best possible indication of their attainment to date, and are vital for preparation for the actual summer exams. It is important not to give a false impression by neglecting to take these Trial exams seriously; boys will regret it if they do not make the best use of this opportunity.**

Boys will find some helpful revision aids on the Upper School 'Supporting Learning' pages of Firefly ([here](#)). The Revision Booklet is also helpful in giving 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 pair of compasses
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 the responsibility of the boy to ensure they bring such material to the exam room.

Sam Baldock
Deputy Head (Academic)
November 2019