

# GCSE/IGCSE TRIAL EXAMINATIONS: January 2021

## Trial Examination Rules

### Study Leave

1. There is full Examination/Study Leave from Tuesday 5 January – Saturday 16 January 2021 inclusive for all Fifth Form boys; boys return to lessons as normal from Period 1 on Monday 18 January 2021.
2. Boys will be registered in the Exam Room. Any boy coming into school to work or revise (and not for an exam) *must* sign in and out at the Bellroom (entering via the Fifth Form doors).
3. Day boys must travel from home directly to School, and return from School directly to home. They should not go to town or take any risks that could result in them introducing Covid-19 to the school community.
4. Boarders will be issued with their House Study Leave rules by Housemasters and are expected to follow these rules.
5. Boys are expected to attend instrumental music lessons, Chinese 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. DT workshop sessions will continue to run for IGCSE boys who have practical commitments outstanding.
6. Boys are expected to fulfil any Games or Sport Team commitments throughout Study Leave unless arrangements are made in advance with the master in charge.
7. Boys are expected to know the times of their examinations and must arrive at School in good time for the start of their examinations. Social distancing must be maintained when waiting to enter examination spaces.
8. Boys must wear School Uniform for all examinations on Mondays, Wednesdays and Fridays. Games kit may be worn on Games days. Coats should not be worn during examinations but boys should be sure to have an additional layer of clothing (e.g. jumper) as good ventilation will be maintained in the examination spaces.
9. Boys may use the downstairs floor of the Library before school and between exams for quiet study. They must be revising there quietly; the Library may not be used as a social area during Study Leave. Certain classrooms in the Science Building will be available for collaborative study; details will be posted each day as the rooms will be part of the Fifth Form zone for a particular day.
10. Lunch timings will be different on certain days to facilitate examination timings. Details will be given on the examinations timetable.

### Examination Spaces

11. Exams will take place in both the Great Hall and D floor classrooms (Fifth Form side) unless otherwise stated on the Examination Timetable. Boys must wear face coverings when moving through larger examination spaces but may remove when at their assigned desk.
12. There will be access to lockers for boys taking examinations in the Great Hall at the start and end of examinations. Boys taking examinations on the D floor will be able to leave bags in the relevant classroom.

13. In line with GCSE/IGCSE regulations, mobile phones **and all types of watch** are not permitted and should be left at home or (for trials only) **turned off** in lockers.
14. Boys may only take to their examination desk a *clear plastic* pencil case containing the equipment permitted in a particular exam and a bottle of water in a *clear, unmarked and unlabelled* bottle.

### **Access Arrangements and Special Considerations**

15. Any questions about Access Arrangements such as rest breaks, extra time or word processors for Trial Examinations by those boys who are eligible should be directed to Mrs Mellor. If you have extra time, you will need to complete an electronic [record of extra time](#) used in each exam. 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.
16. A special considerations process will be applied for trial exams. If a boy believes temporary illness, accident/injury or bereavement at the time of the trial exams has affected their performance in a particular paper their parent/guardian should email Mrs Martin-Merchant with full details as soon as possible, and by Saturday 16 January 2021 at the latest.
17. A special considerations process will be applied to the final paper taken if boys have more than six hours of papers in one day (as is the case in public examinations).

### **FAQs**

What if I am unwell on the day of an exam?

*As normal, parents/guardians should contact the Bell Room on the day of the exam. Boys will sit the examination papers when they are well enough to return to school. Different papers may be set for boys completing trial exams at a later date.*

How will I take my trial exams if I am in quarantine?

*These exams will be invigilated in George Godber House.*

How will I take my trial exams if I am self-isolating?

*Boys should contact Mr Baldock to discuss their individual circumstances. Depending on the length of the self-isolation, boys may take their papers on return to school. Different papers may be set for boys completing trial exams at a later date.*

### **Other notes:**

When not in an examination, boys may:

- Work at home/in your boarding house
- Work **quietly** in the School Library
- Work **collaboratively** in a nominated Science room

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 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 your responsibility to ensure you bring such material to the exam room.

**Sam Baldock**  
**Deputy Head (Academic)**  
**November 2020**