



The King's School

**TRIAL EXAMINATIONS
For Year 13 Students**

SPRING TERM 2019

**Instructions and information
for students, parents and carers**



**Mrs L Bugler
Examinations & Assessment Manager**

December 2018

Dear Parent/Guardian

Post 16 Trial Examinations

Please find enclosed details of the examination timetable for your information and to aid planning of revision for your son/daughter. An individual timetable will be issued to students before the Christmas Holidays giving details of dates, times and locations of examinations.

For the trial exam period, Year 13 students only have to attend when they actually have examinations. This applies from **Monday 14th January to Friday 18th January inclusive**. Study space will be provided in school for those students who wish to remain on site. All students are expected to return to school, on **Monday 21st January**.

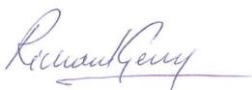
Students will be briefed about examination requirements in the Year 13 Assembly on Monday 10th December. If students are unwell, and unable to attend for an examination, then it is important that the school is informed, by 8.50 am at the latest on the Sixth Form Absence line 07590777132.

These trial examinations are important practice for the exam season starting in May 2019 and the results are used to help make decisions about the suitability of A level entry in their subjects. I hope that you will impress this importance on your son/daughter and encourage them to prepare thoroughly and perform at their best.

Some exams in the afternoon session may finish after 15.30 due to the length of the papers. Therefore students will need to make alternative arrangements to get home if they would normally catch a school bus.

If you require any further clarification, please do not hesitate to contact me.

Yours sincerely,



Mr R Gerry
Assistant Headteacher - Sixth Form

INTERNAL EXAMINATION INSTRUCTIONS FOR STUDENTS

1. Please make sure that you know exactly when your exams are by checking your individual timetable. Room lists will be on display on the windows outside the exams office and outside the main hall on the morning of each exam. All dates and times can be found on your individual timetable.
2. You need to make sure that you bring in **all** relevant items for each exam, e.g. a calculator for a maths exam, resources that you may need for your art exam etc.

Please make sure you also bring in **black pens**, pencils, eraser, ruler and a sharpener in a **clear pencil case or plastic bag**. **You are not allowed to use correction fluid, eg tipp-ex or highlighter pens in any answers.** However, you are able to use highlighters on question papers.

3. Please ensure you allow enough time to get to school so that if you are delayed for any reason e.g. traffic, you will still arrive in good time.

REGISTRATION

When you have an exam, please register in your exam room for both am and pm registrations.

You will **not** be entitled to any extra time should you arrive late for any of your exams. If you are late, you must report to Mrs Bugler and **not enter** the exam room. If you are ill and cannot take the exam, you **must** contact the school immediately and leave a message for the exam staff.

ARRANGEMENTS FOR EXAMS

Please wait quietly outside your exam room. There may be several different exams taking place at the same time so please check your room and seat number carefully; this will ensure you can be seated effectively within the shortest amount of time. It also ensures that you receive the correct exam paper.

5. **UNDER NO CIRCUMSTANCES** are bags or coats allowed into the exam room. Please leave them in the sixth form centre.
6. Once inside the room, exam board rules state that you **must** be silent (see JCQ regulations). If there is any communication between any students, it will be assumed that you are cheating and will be treated accordingly. You must not talk to anyone except an invigilator until after you leave the exam room.
7. **MOBILE PHONES**
We cannot stress enough how important it is **not to bring in mobile phones to the exam room. you may leave them turned off with the invigilator.** If found on your person you will be disqualified from the exam and no marks given as it would be in the Year 13 exams.
8. You are only allowed to bring a bottle of water into the exam room (unless previously arranged with Mrs Bugler).
9. You are not allowed to leave the exam room even if you have finished your exam. If you need to use the toilet please put your hand up and an invigilator will escort you, wait for you and then return you to the exam hall. This does cause distraction to other students that are still working, so please make yourself comfortable by using the facilities (toilet) before you enter the exam room.

Post 16 Year 13 Trial Exam Timetable 2019

Week A	Date	Session 1 8.50	Length	Session 2 13:15	Length
	Monday 14 th January	Art Photography Philosophy and Ethics	2:00		
	Tuesday 15 th January	Art Textiles			
		History	2:30	Geography	2:45
		Technology	2:30		
	Spanish listening, reading writing	2:30			
	Wednesday 16 th January	Physics Psychology French listening, reading writing	1:45 2:30 2:30	Mathematics Sociology Drama	3:00 3:00 2:45
	Thursday 17 th January	Biology Yr 13 Media Yr 13	2:00 2:00	Further Maths Politics	2:00 2:20
	Friday 18 th January	French Orals	25 mins Each	Spanish Orals	25 mins Each
		English Literature PE Studies AS History	3:00 3:00 1:30	Chemistry Business Studies	3:00 2:00
	Monday 21 st January	BTEC ICT Public Exam	2:00		