



The King's School

TRIAL EXAMINATIONS
For Year 12 Students
April-May 2023

Instructions and information
for students, parents and carers



Miss H. Martin
Examinations & Assessment Manager



Year 12 Trial Examinations

Please find enclosed details of the up-coming year 12 trial examinations.

Within this pack, you will find instructions for internal examinations; arrangements for exams and an exam timetable for your reference. This information is there for you to aid planning and revision, and support organization. Students will also be issued with a personal statement of entry, including dates and times of their examinations, which will be on an individual basis and inform them of any potential exam clashes. While we work hard to ensure this does not happen, we cannot always accommodate and therefore, from time to time, clashes must be re-arranged

The trial examinations begin on Monday 24th April and will run until Wednesday 3rd May. If students are unwell, and unable to attend their examinations, then it is important that the school is informed by 8.40am at the latest. Y12 students will have exam study leave the first week 24th-28th April. Lessons for Y12 will resume on Tuesday 2nd May with the remaining two days of exams to be completed for a few students.

Seating arrangements will be confirmed before the Easter Holidays and will remain the same throughout the majority of the examinations. However, seating may be altered to accommodate smaller exam groups. All seating plans will show on students Edulink

Students will be supported and encouraged in school to develop their revision techniques and prepare for their trial examinations. Any students with Exam Access Arrangements will be supported to fully understand how to fully utilize these across their exams.

Please note that the trial A-Level Art examination will be taking place later in the summer term (19th & 23rd June). This is due to the public art exams for years 11 & 13 needing to take priority in the art rooms at the beginning of the summer examination series.

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

Yours sincerely,

Miss H. Martin

Examinations & Assessment Manager
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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 exam's 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, e.g. 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.
If you do not have an exam, register as normal with your tutor.**

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 Miss Martin 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.

4. 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. Students will have the same seat through the exam season.

5. **UNDER NO CIRCUMSTANCES** are bags/coats/hoodies allowed into the exam room. Please leave them in the bag store area by the canteen or outside the main hall. No valuables should be left in your bag if left in the bag store area.
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 11 exams.

8. You are only allowed to bring a bottle of water into the exam room. The bottle should be transparent with no writing or images on. If you need an alternative drink for medical reasons- please discuss this with Miss Martin.
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. You will need to remove your blazer if worn going into the toilet. Leaving the examination room can however, 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 to try and prevent unnecessary breaks during the exam.



Year 12 GCE Trial Examination Timetable

Week B	Start: 08:50	Duration	Start: 13:15	Duration
Monday 24 th April	Maths	2hrs	Geography	1hr45m
	Core Maths	1hr 30m		
Tuesday 25 th April	Physics	3hrs	Business Studies	1hr30m
	Psychology (x2 papers)	2hrs	Philosophy English Language	2hrs 1hr30m
Wednesday 26 th April	Chemistry	2hrs30m	Dance Computer Science Design & Technology (Product Design)	2hrs 2hrs 1hr30m
Thursday 27 th April	Biology	2hrs	Sociology	2hrs
Friday 28 th April	Drama	2hrs	Media Studies	2hrs15m
	Politics	2hrs	Further Maths	1hr30m
Week A	Start: 08:50	Duration	Start: 13:15	Duration
Tuesday 2 nd May	PE	2hrs	English Literature	2hrs
	IT	3hrs	French	1hr45m
Wednesday 3 rd May	Spanish (Listening/Reading/Writing)	1h45m	History	1hr30m
			IT	2hrs
Monday 19 th June	Trial Art Exam (Fine Art/Art Textiles)			5hrs
Friday 23 rd June	Trial Art Exam (Photography)			5hrs