



Yearly Examination Timetable 2017

Week 4

Date Week 4	Examination	Length of Paper	Location	Session Time
Wednesday 1 Nov	Mathematics	1.5 hour + 5mins reading	GYM	Periods HR -2
	Students to Normal Class			Period 3 -4
	Biblical Studies	1 hour +5mins reading	GYM	Periods 5 -6
Thursday 2 Nov	Students to Normal Class			Periods HR -2
	Science <i>Students to bring their laptop fully charged</i>	75mins Online	GYM	Period 3 -4
	Geography	1 hour + 5mins reading	GYM	Periods 5 -6
	English and French exams in class as advised by teacher			
Special Provisions examinations will be held in TBC for the duration of these exams				
Absent students: Students who are ill during the examination period must produce a Medical Certificate and present it to Mrs Merrick - Director of Curriculum as soon as they are well enough to return to College and an alternative time to sit the examination/s will be arranged.				

STUDENT EXAMINATION PROTOCOL

Please note:

- Students must wear full College uniform to examinations
- Students **will not** follow the normal timetable times during the examination period
- Students are advised to arrive at College in good time before the examination starting time - **20 minutes before** starting time is recommended.
- When students arrive at College they should make their way to the exam venue (or the special examination venue) rather they congregate in their normal meeting places so examinations can begin promptly

- Students are to go to the **toilet before** the examination as they will not be allowed to go to the toilet during the examination, unless they have a note from home explaining a **medical condition** which requires them to frequently use the toilet.
- Students will sit in **Year groups NOT Class groups**.
- Students must line up in **Alphabetical Year order** ready to enter the examination venue **5 minutes before** the examination begins.
- Once students have entered the examination room they are under **strict examination conditions which are non-negotiable – there must be NO talking or communication of any kind with another student**.
- Students must bring **all equipment** needed for examination in a **plastic sleeve OR a clear see-through pencil case**. If ordinary pencil cases are brought into the examination room students will be asked to take out the equipment they need for the examination and leave the pencil case on the examiner's desk.
- All **mobile phones** must be **switched off** and **left** on the **examiner's desk** as students enter the examination venue. As many phones look the same, naming them is recommended ie name printed on a piece of paper and taped to the phone.
- When a student is sitting an examination there must be **no study materials, under, on or near their desk**. If students have had a study period before an examination it is **their responsibility** to ensure they take **all study material outside the examination room or put it on the examiner's desk BEFORE** they write their next examination whether the material is related to that examination or not
- During the examination period they must have their **recess** and **lunch** in the **Canteen** and **Basketball court areas only** as this enables staff to start examinations **punctually**
- **Malpractice in examinations:**
 - If a student is found with a **mobile phone** after an examination has begun, they will receive a **zero (0)** for that examination and the Mrs Merrick - Director of Curriculum will inform their parents.
 - If a **mobile phone rings** during an examination the student will be **removed** from the examination venue for breaching the rules and for disturbing the other students. They will receive a **zero (0)** for that examination and Mrs Merrick - Director of Curriculum will inform their parents.
 - If a teacher finds **evidence** that a student has engaged in any **malpractice** (cheating, collusion with another student or any other attempts to gain an unfair advantage) associated with the examinations, the teacher will inform the student that the matter will be reported to the subject Head of Department and Mrs Merrick - Director of Curriculum. Those senior staff, the teacher and the student will meet to discuss the case. If malpractice is **proven**, the student will receive a **zero (0)** for that examination and Mrs Merrick - Director of Curriculum will inform their parents.

Absent students: students who are ill during the examination period must produce a **Medical Certificate** and **present** it to the **Director of Curriculum** as soon as they are well enough to return to College and an alternative time to sit the examination/s will be arranged by the Mrs Merrick - Director of Curriculum.