

Glenlola Collegiate School

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Year 11 Winter Examinations Information

November 2020

Dear Parent/Guardian

As you are no doubt aware, your daughter will shortly be sitting her Winter Examinations. They will commence on Monday 30 November and conclude on Monday 7 December. Guidelines for procedures during the exam period are included below, and I should like to draw your attention to these points in particular:-

- Your child is not required to attend School when she does not have an examination, and she may leave School in any session when she does not have an exam.
- If a pupil is too unwell to attend an exam, on return, she should make immediate arrangements to reschedule the exam(s).

The examination timetable is noted below for your information. As stated in the first bullet point, **pupils need attend school only when they have an examination.** The arrangement for study leave is a privilege which may be withdrawn by the Section Head. Study leave is given to allow pupils to experience the same arrangements as in their actual GCSE examinations at the end of Year 12 and allows them to organise their revision to suit their own exam schedule. Your daughter is permitted to leave school between morning and afternoon sessions.

A tracking report, summarising performance in these examinations, will be issued in mid January. The Year 11 Parents' Consultation afternoon, it is hoped, will take place on Wednesday 3 March.

Please do not hesitate to contact me or the Year 11 Year Head, Mrs. Donnan, if there is any matter you would like to discuss. A copy of the exam time-table is also included below.

Yours faithfully

R Spence
Head of Middle School

YEAR 11 - GUIDELINES FOR Winter EXAMINATIONS, 2020

30 November-7 December 2020

- 1 No absence for revision purposes should be taken prior to these exams.
- 2 Ensure you know exactly when each of your exams is to take place. Put up a copy of your timetable in a prominent place at home and keep checking it. The hall will open for the morning session at 8.50am and the afternoon session at 1.20pm.
- 3 Arrive in good time for each exam. Be at the door opposite L3 ten minutes before your exam is due to start. Leave all bags, notes, coats, etc in your locker. If pupils arrive before 8:50, for an exam in the first session, they can wait in their usual form room.
- 4 When you enter the exam room go to your seat quietly. Seats will be allocated on a daily basis according to subjects being taken. **There should be no talking in the exam room or in the area immediately outside it afterwards, as other exams may still be in progress.**
- 5 You are to stay for the full length of each exam. In the unlikely event of you becoming unwell during an exam, let one of the supervising staff know immediately.
- 6 If you are too unwell to come in to school for an exam:
 - On return to School, make immediate arrangements to reschedule the missed exam(s).
- 7 You are not required to come to school on a morning and/or an afternoon when you have no exam.
- 8 You are not required to attend School when you do not have an examination, and may leave School in any session when you do not have an exam.
- 9 **Mobile phones should not be brought into the examination room.**
- 10 **Correction fluids such as Tippex should not be used. Pencil cases should be clear plastic only.**
- 11 Any pupil who has any work or controlled assessment outstanding may be asked to complete it in School during the exam period.

Year 11 Winter Exams

Venue Assembly Hall

	Subject	Time
Monday 30 th November	Biology Double award Science English Technology	9am – 10am 9am – 10.30am 11.30am – 12.20pm 1.30pm – 2.30pm
Tuesday 1 st December	Bus Studies PE Maths Further Maths Leisure and Tourism Politics Art	9am – 10am 9am – 10.15 11am- 12 noon 11am – 12.30pm 1.30pm- 2.30pm 1.30pm – 2.30pm 1.30pm – 3.30pm
Wednesday 2 nd December	Chemistry Single Science English Lit Digital Tech HE	9am – 10am 9am-9.45am 11.30am – 12.30pm 1.30pm – 2.30pm 1.30pm – 2.30pm
Thursday 3 rd December	French RS Geography	9am – 11am 12 noon – 1pm 2pm – 3pm
Friday 4 th December	German Spanish History	9am – 11am 9am – 11am 12noon – 1pm
Monday 7 th December	Physics LLW Child Development	9am – 9.45am 10.30am – 11.30am 1.30pm – 2.30pm