

# Changes to school routines during the external exams period

**Fri 10<sup>th</sup> May – Fri 21st June (inclusive)**

**Revised timings for the school day**  
**Friday 10/5/19 – Friday 21/6/19**

<b>8.35 - 8.40</b>	<b>AM registration</b>
<b>8.45 – 9.45</b>	<b>Period 1</b>
<b>Movement time</b>	
<b>9.50 – 10.50</b>	<b>Period 2</b>
<b>10.50 – 11.05</b>	<b>Break</b>
<b>11.10 – 11.20</b>	<b>Form time/assembly</b>
<b>11.25 – 12.25</b>	<b>Period 3</b>
<b>12.25 – 1.10</b>	<b>Lunch</b>
<b>1.15 – 2.15</b>	<b>PM registration/Period 4</b>
<b>Movement time</b>	
<b>2.20-3.20</b>	<b>Period 5</b>

**Morning exams will start at 9.00am**  
**Afternoon exams will start at 1.15pm**

## Revised routes around school

- The corridor areas around the dining room and main hall will be closed to **all students** during the exam period except at break and lunch time.
- The corridor next to the KS4 dining room will be **out of bounds at all times.**
- If you need to move from one side of the school to the other, you must use one of the following routes:

## Revised routes around school

- Exit via the doors by inclusion or technology/maths rooms and walk around the Chapel steps to the doors by technology/maths or inclusion
- Exit via the colonnades, walk around the front of the building (NOT through reception) then enter through the colonnades on the opposite side.
- To get to/from the sports hall you must exit/enter the main building through the doors at the end of the English or Languages corridors.
- Access to/from the LRC will be via the external door leading to the colonnades.
- To get to/from student reception or the medical room you must enter/exit via the adjacent colonnades door (**not** walking through reception)

## Room changes (from Friday 10th May)

- Rooms affected:  
113, 114, 115, 116, F92, F99, F61, F57
- Details of room changes will be given in the daily student bulletin and reference copies will be posted in the MFL and English corridors by the stairs to Geography and F100.

# Equipment checklist:

Clear pencil case

2 black biros

Pencil

Ruler

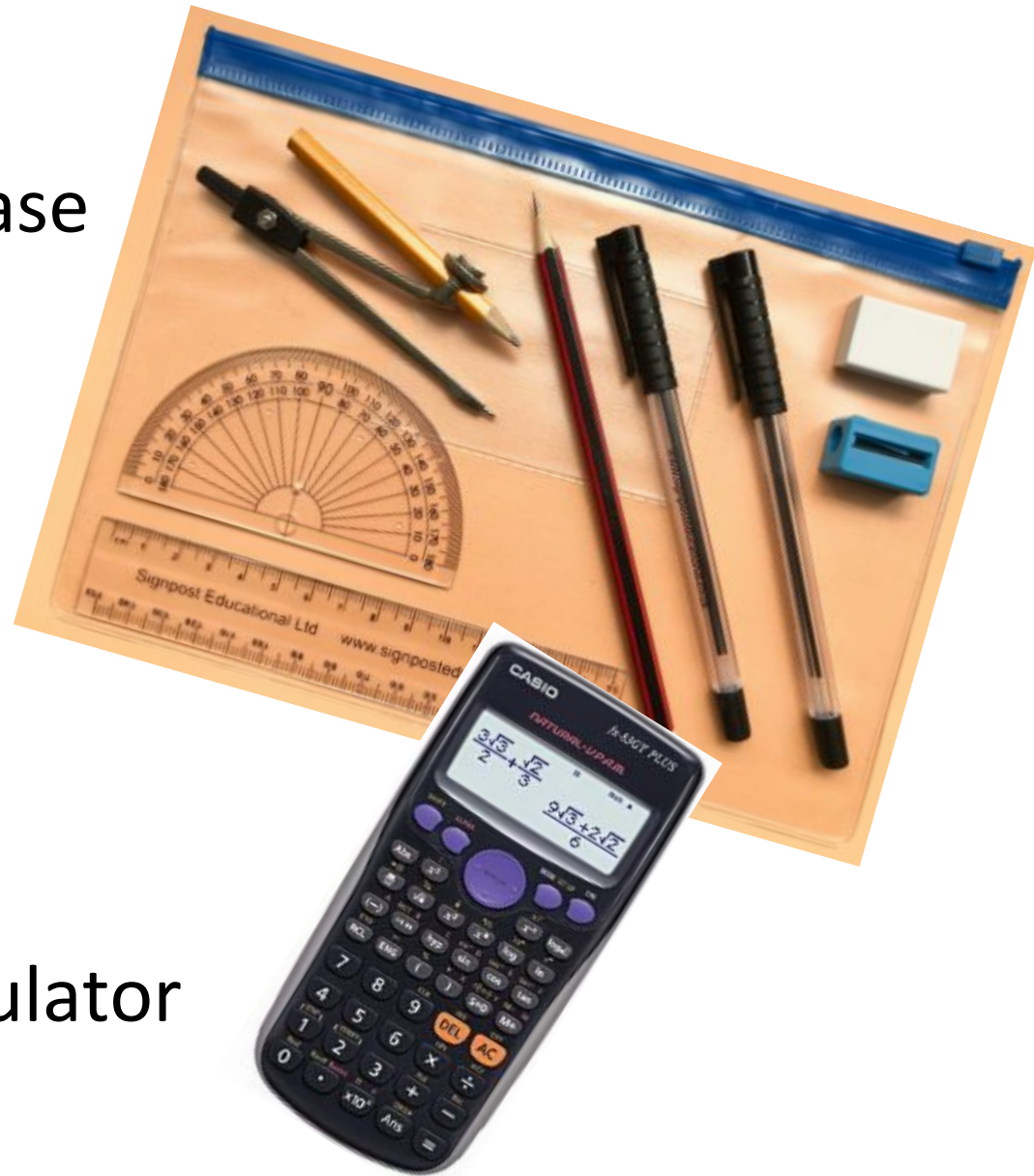
Sharpener

Eraser

Protractor

Compass

Scientific calculator



## On days when you have exams:

- Check the start time of your exams!
- You need to be in the Chapel at:

**8.30am** for a morning exam

**12.45pm** for an afternoon exam.



- Before you go to Chapel...
- Make sure you have your timetable with your seat numbers on it for each exam and sit in the right row in Chapel.
- Before you go into each exam you will have a short subject presentation; this will go over key points/timings etc.

## Exam regulations:

Wrist watches must be placed on the desk at the beginning of the exam



No wrist bands allowed

**NO IPODS, MOBILE PHONES  
MP3/4 PLAYERS  
SMARTWATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION**

Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in

**DISQUALIFICATION**

from your examination and your overall qualification.



## Evacuation procedures:

In the event of an alarm:

- **Remember that you remain under exam conditions throughout and must not communicate with anyone other than the Exam team/SLT**
- Follow instructions from the invigilators.
- Do not take anything from the exam room with you.
- Exit from the hall/exam room via the main door in reception to the grassy area between Reception and the chapel and line up in your exam rows facing Chapel.
- When you are directed to return, remember to remain silent.
- Restart your exam when instructed to do so.
- School will make a special report to the exam board about the incident.

# During Study Leave/Exams

- You should only be on site for:
- 'Immersion'/'Drop-in' Sessions timetabled
- Exams

## WHY?

- Minimising disruption
- Fire regs
- Rooms needed for exams



**KEEP  
CALM**

**AND**

**STAY POSITIVE**