

Christmas Exams 2021

Exams begin for fifth years on Monday, 13th December, and for first and second years on Tuesday, 14th December. These exams finish on Friday, 17th December 2021 and are a vital part of a student's education and **attendance for these exams is compulsory**. The assessment of this work forms a vital part of the communication between parents, students and teachers.

Rules for students regarding exams

- Normal school rules apply for the duration of the exams. Students are expected to attend school each day from 8.45am until 3.40pm (4pm on Monday and 1pm on Wednesday) in full school uniform. If a student is late to school, they must have the 'Explanation of Late Arrival' note to present at reception or to the Deputy Principal. If a student wishes to leave early, they must fill out the 'Permission to Leave' section on the App before 8.40am each morning and be collected by a parent or designated adult.
- Students will be allocated a place to sit in their respective exam centre and must sit in that place for the duration of all the exams unless they are moved by a teacher.
- Students who are not doing an exam will study in their exam centre for the duration of the exam.
- Each student must have their own materials, e.g. pens, pencils, rulers, calculators, tables, etc. Sharing of materials is not permitted during an exam.
- Answer books will be provided for all exams.
- It is each student's responsibility to ensure that they know what exam takes place on each day and that they have studied for the correct exam. Parents can access and download a copy of their daughter's exam timetable on the school app. A copy of the timetable and exam rules will also be displayed on the noticeboard outside the dining area.
- Students are not permitted to leave the exam centre during a test to go to the toilet unless absolutely necessary.
- Students are not permitted to communicate in any way with another student during an exam. If a student attempts to communicate with somebody else, their test will be cancelled and a comment to that effect will appear on their Christmas report.
- Schoolbags should not be taken into the exam centres where possible. Bags must be left in the designated areas and all valuables should be securely locked in lockers.
- Students should have all pencil cases and bottles of water on the floor for the duration of an exam, not on the desk.
- Mobile phones should be off and away.