

**END OF TRINITY TERM EXAMS**  
**MONDAY 20 MAY – FRIDAY 24 MAY**

**Morning registration, tutor time & assemblies** Years 7-9 will have registration, tutor time and assemblies as normal during exam week. Y10 & 12 are off timetable and will therefore be registered in their exam room.

**Exam timetables and Rooming:** You will receive your exam timetable at the end of Lent term. It will be emailed to you and also available on Firefly under the 'Resources-Examinations' tab.

Nearer the exam week, we will republish your exam timetable with the rooms. You may need a copy of your school timetable handy to work out which set/group you are in to find the corresponding room allocated for your exam.

**Room Key**

Main – Main Building

MAT – Maths Block

MUS – Music block

Oz – Ozanne Building

LMR – Le Marchant Room (top of stairs to former IT office)

PC – Perrot Court

PCLG1 - Perrot Court Lower Ground 1 (students with exams here will be shown during their assembly).

**BYOD:**

You will be allowed to use your laptop when you are revising. Please bring your own headphones for video and audio study resources. Headphones will not be provided. Laptops and headphones must then be placed in bags during exams.

**Exam Equipment:**

Calculator, pen, pencil, sharpener, ruler, eraser and any other equipment your teacher has asked you to bring i.e. protractor & compass for Maths.

**Games:**

Please come to school in Games kit on your Games day and you will be taken to Memorial Field by bus (as normal). Please let your parents know that during exam week, you will finish at 3:30pm, not 4:00pm.

Year 9 only: Those who take Latin will be excused from Games during exam week as you will be writing your Latin exam at this time.

**Prohibited items during your exam:**

You must not have any notes, air pods, mobile phones or smart watches in your possession during the exam. These must be in your bag. Failure to do so may lead to you being awarded a mark of zero on that paper.

**Conduct during exams:**

- Seating will be in alphabetical order at separate desks facing the same direction.
- You will not be allowed to borrow equipment from other students during the exam. **Make sure you bring everything that you will need.** Remember that some subjects may require you to draw so you will need more than a pen!
- You must stay in your seat for the duration of the exam (you will not be allowed to get anything from your bag or go to the toilet, except in an emergency).
- You must not communicate, including body language/gestures, in any way, ask for help from or give help to another student while you are in the exam room.
- You should not use an eraser pen / a friction pen. Mistakes must be crossed out.
- If you need to attract the invigilator's attention, raise your hand.

**Finishing Early:**

You will not be allowed to hand your exam paper in before the end of the exam. Try to improve your answers / proofread your work in any remaining time. Some exams will also have bonus / extension sections to make an attempt at, if you have done absolutely everything you possibly can on the main part of the exam.

**What to do if you are absent from an exam:**

Please get your parents to call/email the school office and your subject teacher will arrange a time for you to make up any missed exams.

**Candidates with access arrangements:**

Candidates who are entitled to access arrangements must go to the room specified on the timetable spreadsheet, whether they intend to make use of them or not, for all exams they have been granted for. DT and Music and Art are the only exams where candidates with access arrangements are timetabled in the same room as those without. If in any doubt, contact the Learning Enrichment staff who will be on hand to support you.