

## Sixth Form Preparation for Examinations 2017

Please find below the arrangements for exams and study leave for the summer 2017 AS, A level and BTEC / OCR exam period. All students have personalised copies of their exam timetables, and copies of the complete exam timetable are on display in the sixth form study area. It is students' responsibility to ensure that they are at the appropriate exam room at least 15 minutes before the scheduled exam start time for each of their exams.

### Year 12 students

**From week beginning 15<sup>th</sup> May 2017**

- All AS Level students will attend all subject lessons until they have taken their **final examination for each subject**. This may lead to a gradual decrease in time spent in school as students complete final exams in each of their subjects, although all are welcome to use the sixth form area for independent study.
- Once students have taken their last exam in a AS Level subject they will not be expected to return to lessons in that subject until the start of second year teaching on **Monday 12<sup>th</sup> June**.
- After this date all students will return to all lessons **whether they intend to continue with that subject in year two or not**.
- Vocational subjects will continue with lessons throughout the examination period and students will not receive time off from these lessons **unless they have an exam on the same day or have the agreement of the subject tutor**.
- **Tutor time:** Students are expected to be in tutorial sessions during the exam period **unless** they have no lessons or exams that day.

### Year 13 students

- All of the above points apply for year 13 students (although they will not be expected to return to lessons after completion of exams).
- Year 13 AS / A Level students will attend all lessons until they have taken their **final examination for that subject**.
- The last A Level exam is on **Thursday 29<sup>th</sup> June**.
- Year 13 vocational programmes will continue during the exam period until coursework deadline dates for all courses.
- **Tutor time:** Year 13 tutorials will finish after half term (from Monday 5<sup>th</sup> June); year 13s will not be expected to attend tutor time after this date.
- There will be a leavers assembly on Friday 30<sup>th</sup> June at 2:00pm which all students will be expected to attend to celebrate their achievements. The year 13 leavers party will also take place that evening.

If you have any questions about this or the exam process in general, please contact the Sixth Form office on 01295 234233.

Yours sincerely,



*Adam Leyburn  
Head of Sixth Form  
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