



## **SUMMER EXAMINATIONS 2025**

### **GUIDANCE FOR FOURTH YEAR PUPILS**

#### **Introduction**

Examination 'week' will be held this year from Tuesday 3 June – Friday 6 June. It is a four-day period\* during which the school's normal timetable is suspended in order to allow a series of subject-based summative assessments to take place.

\*Exams for Spanish, Latin and German will take place on the morning of Monday 9 June.

Examinations in Art will be completed before half-term and will take place during normal lesson time. Most other subjects will set written examinations to be completed during examination week.

In the run-up to the examination period, both subject teachers and form tutors will be looking at a range of revision skills which we believe to be important. Subject teachers have also provided, for pupils and parents, a revision-topic list together with any subject-specific examination information.

Periods where options you do not take are examined become revision sessions.

Weather permitting, exam rooms should not be occupied at break or lunchtime during the examination period.

#### **Revision at school during Examination Week:**

- If you have a revision session, you must ensure that you have enough work to occupy yourself usefully for the whole of that period.
- You could be revising in a room in which others may be completing an examination so it is most important that you do not disturb them in any way. This means that you must have all the materials at your disposal for an effective session of revision. You are expected to sit still and revise quietly for the duration of each session.

#### **During the Examination Itself:**

- Report to your examination/revision room promptly at the beginning of each session. Please do not enter any room until you are invited to do so by a member of staff.
- You may not talk once the invigilator has asked you to be silent until you leave the examination room or until the invigilator declares that the examination has finished.

- You will not be allowed to leave the examination room until the end of the session. If you finish early, you should check carefully through your work, and must obviously remain silent. Under no circumstances should you attempt to distract another candidate.
- If you wish to draw yourself to the attention of the invigilator raise your arm.
- You must not communicate, or attempt to communicate, with another pupil during examinations or whilst papers are being collected. Any candidate found doing this, or detected in any other unfair practice, will be reported to me, and runs the risk of having that paper cancelled, (ie you will get 0%).
- Mobile phones must be switched off and placed in the classroom mobile phone trays along with smart watches. All watch alarms must be switched off.

### **General Issues:**

- If you miss an examination due to illness, or for any other reason, email ([d.parkinson@kirkhamgrammar.co.uk](mailto:d.parkinson@kirkhamgrammar.co.uk)) and see me upon your return to school, so that a time can be arranged for you to sit the examination(s) you missed.
- In the event of the fire alarm sounding during an examination, leave everything behind and listen carefully to any instructions the invigilator may give. Walk quickly and quietly to the Quad and line up in Forms. It is essential that you remain silent. When dismissed you should return to the examination room in silence.

**D C Parkinson (Mrs)**  
Senior Deputy Head

April 2025