



Wychwood School

SHELL PUBLIC EXAMINATION PROCEDURE 2019

All the Shell girls should be in school full time until the end of their exams. You must register at normal time in the mornings.

All girls must remain available to take examinations in case of a security breach until the JCQ nationally set **CONTINGENCY DATE** which is **26th June**.

There will be reduced class sizes whenever there is an examination or preparation time.

Preparation time is allowed before an **AFTERNOON** examination: you may work in the library or at home during the morning to focus on the examination to come.

Morning examinations do **NOT** qualify for preparation time within school time – you prepare for these during prep time and in the evening prior to the examination.

It is your responsibility to attend all your examinations.

You must be outside your examination venue at least 15 minutes before the start of any examination.

We need to know exactly who is in or out of school in case of fire or emergency and so all Shell girls will be required to let your form teachers know when you will be revising at home in the mornings.

We will assume all girls are **in school** unless your form teachers have been told at least **24 hours in advance** of any absence. Normal absence follow up phone calls will be made if you are not present when we expect you and you have not explained your absence.

Contact with form teachers can be done by email or by discussing absence in person.

You will be required to **sign into** school on arrival in the afternoons and **out of** school on leaving after examinations.

The signing in and out lists will be in the school office.

Once you have finished a subject's exams **in full** you may use that lesson time to revise in the library. Once a girl has finished all her GSCE examinations, she is no longer required to attend school. However all girls **MUST** remain in the country and contactable until after the Contingency Date in case they are called for a replacement examination.

From 13th May, girls may wear appropriate home clothes.

Prior to an afternoon exam, exam candidates may have lunch at 12.30pm if they are available.

The post-exam tea on the lawn is on 14th June at 3.50 pm – please come to return all school uniform as your contribution to the FOW £20 for 20 years campaign, your books and equipment and to thank your staff.

All Shell girls are invited to the final assembly of the term on Friday 5th July at 11.00am.