



Calday Grange Grammar School

11 December 2024

Dear Parent,

YEAR 13 INTERNAL EXAMINATIONS 2025

The Year 13 internal examinations for all subjects will be held this year between Monday 20th January to Thursday 30th January, in preparation for upcoming A Level examinations in the summer.

We have made the decision to allow Year 13 students to go on study leave during the internal examinations. This will start on Monday 20th January and end on Thursday 30th January. Students will be back in school as normal on Friday 31st January. It is important that students use their lanyards to sign in and out of the building and use the Quiet Study and Common Room for revision.

The school attaches considerable importance to internal examinations and believes that plenty of experience of GCE style questions is essential. These examinations represent the only opportunity your son/daughter will have of a full-scale dress rehearsal for the A Level examinations in May/June. It is important that students have read and are fully aware of the arrangements to make the most of these examinations, see attached briefing sheet.

In some cases, the results of these internal examinations may point to the need for a sharp intensification of effort. You will, incidentally, be formally notified of the results of these examinations through the medium of the school report issued in March. In cases where there is cause for concern, we will be in touch with you by letter after the report is issued.

For your information, a student-briefing sheet and the examination timetable are included in this letter.

Yours sincerely

The Examinations Office

examsinbox@calday.co.uk

Ambition, Respect and Pride

Headteacher: Mr Stephen Gray

Calday Grange Grammar School, Grammar School Lane, Wirral CH48 8GG

0151 625 2727 | theschool@calday.co.uk | www.calday.co.uk

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INSTRUCTIONS FOR INTERNAL EXAMINATIONS

The conditions under which the internal examinations are conducted will, as far as possible, reflect the conditions adopted in the summer. This is to prepare you for your A Level exams so that you are familiar with the examination board regulations and how public examinations are conducted at Calday.

You will be fully briefed by the Assistant Head, Mr Douglass, before these examinations and again in the summer term. Full details of examination rules and regulations are available in the most recent [Public Examinations Handbook](#), a copy of which will be on the school website under Examinations.

KEY POINTS TO REMEMBER

1. You should arrive 10 minutes before the published start time of the examination to allow time for you to be seated (*in the summer, you will need to arrive 20 minutes before*). Ensure that you have been to the toilet **before** arriving.
2. At the beginning of each examination, you must check your seat number via Edulink (under Exam Timetable on the Exams page). You will need to check which **ROOM** you have been seated in and your **SEAT NUMBER**.
3. Those taking examinations in the Hall should enter through the entrance on the **TOP YARD** in silence and must not congregate anywhere else. If you have an examination in an alternative venue, you should line up quietly outside the room and enter in silence when directed to do so by the invigilator.
4. Sit in the desk allocated to you on your Exam Timetable on Edulink.
5. Mobile phones, watches (of any kind) and any other electronic devices must not be taken into the examination room. If you do bring a mobile phone or watch and cannot leave it in your locker, you must switch it off, and put it into a box as indicated by the invigilator. Please note that the mobile phone remains your responsibility. You will need to stay behind after the exam to collect it.
6. You must bring your school ID card to the examination with you and place this face up on the desk. Your ID card should state your exam number, which you may need for certain examinations. If it does not, please ask your form tutor or speak to the Exams Office for the number.
7. When you enter the examination room, there can be no further communication of any kind, as any form of communication will be deemed as malpractice. There must be no writing on your hands or any phones or notes in your possession.
8. Listen carefully to the invigilator's instructions and make sure you understand the written instructions on the paper.
9. You must use black ink (gel pens are not permitted). Pens, pencils etc. must be in a clear, transparent pencil case. It is your responsibility to ensure that you have all the correct equipment (pens, pencils, protractor, calculator, compass etc. for examinations).

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10. You must stay until the end of the exam. Toilet breaks are not permitted in the first hour or last fifteen minutes (unless you have a medical reason, which has been discussed with the Exams Office prior to your exams).
11. You must observe the rules on uniform.
12. Food is not permitted in examinations. Clear bottles of water only are permitted to be brought into the examination venue. All labels must be removed prior to the examination.
13. If you miss an examination, you must arrange an alternative session with the examination office as soon as possible, or your subject teacher if the examinations have ended.
14. If you have a clash of examinations, you must email examsinbox@calday.co.uk to confirm your alternative arrangements. The deadline to do this is Monday 13th January 2025.
15. Please note that failure to comply with instructions will result in your disqualification from an examination.

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YEAR 13 INTERNAL EXAMINATION TIMETABLE

Monday 20th January – Thursday 30th January 2025

	Exam	Start Time	Mins	Rooms		Exam	Start Time	Mins	Rooms		Exam	Start Time	Mins	Rooms
Mon 20th Jan	Art: Session 1	09:15	180	A2, A3							Art: Session 2	13:15	120	A2, A3
	English Literature Paper 1: Drama	08:45	135	HALL, D34, D35							Core Maths Paper 1	13:10	90	D34, D36
	Government & Politics: UK Government & Non-Core Political Ideas	08:45	120	HALL, D34, D35							Music	12:45	150	D35
	PE Paper 1	08:45	120	HALL, D34, D35										
Tues 21st Jan	Art: Session 3	09:15	180	A2, A3							Art: Session 4	13:15	120	A2, A3
	French Paper 1: Listening & Reading	08:45	150	D35							Further Maths Paper 1: Pure	13:10	120	D34, D35
	Spanish Paper 1: Listening & Reading	08:45	150	D35							Religious Studies Paper 1	13:10	120	D34, D35
	DT Product Design	08:45	150	D34, D35							Russian Paper 1: Listening & Reading	12:45	120	D35
											ACCESS STUDENTS TO START AT 12:45PM			
Wed 22nd Jan	History Paper 3: Lancastrians, Yorkists & Henry VII	08:45	135	D34, D36							Biology	13:10	120	HALL, D35
	Geography Paper 1	08:45	90	HALL, D36							Chinese Paper 1: Listening & Reading	12:45	120	D35
											ACCESS STUDENTS TO START AT 12:45PM			
Thurs 23rd Jan	Maths Paper 1: Pure & Mechanics	08:45	120	HALL, D35, D36							Business Studies Paper 1	13:10	120	D34, D35, D36
	English Language Paper 1: Language & the Individual	08:45	150	D34, D36							ACCESS STUDENTS TO START AT 12:45PM			
Fri 24th Jan	Drama Paper 1	08:45	135	D34, D35							Psychology Paper 1	13:10	120	HALL, D34, D35
	Economics	08:45	120	D34, D35							English Literature Paper 2: Prose	13:10	75	HALL, D34, D35
	German Paper 1: Listening & Reading	08:45	150	D35							Further Maths Paper 2: Algorithms	13:10	75	HALL, D35
	ART CATCH UP										ACCESS STUDENTS TO START AT 12:45PM			
Mon 27th Jan	Maths Paper 2: Pure & Statistics	08:45	120	HALL, D35, D36							Physics	13:10	120	HALL, D34, D35
	English Language Paper 2: Language Diversity and Change	08:45	150	D34, D36							Law	13:10	120	HALL, D34, D35
											ACCESS STUDENTS TO START AT 12:45PM			
Tues 28th Jan	Chinese Paper 2: Writing	08:45	160	D34							Chemistry	13:10	120	HALL, D34, D35
	Psychology Paper 2	08:45	120	D34, D35, D36							French Paper 2: Writing	13:10	120	HALL
	Further Maths Paper 3: Statistics	08:45	75	D34, D35							Religious Studies Paper 2	13:10	120	HALL, D34, D35
											Spanish Paper 2: Writing	13:10	120	HALL, D34
											ACCESS STUDENTS TO START AT 12:45PM			
Wed 29th Jan	English Literature Paper 3: Poetry	08:45	135	D34, D35, D36		PE Paper 2	11:15	60	D34, D35		Core Maths Paper 2B	13:15	90	D34, D35, D36
	Geography Paper 2	08:45	90	D34, D36										
	German Paper 2: Writing	08:45	120	D34, D36										
Thurs 30th Jan	Russian Paper 2: Writing	08:45	160	D34, D36							Business Studies Paper 2	13:10	120	D34, D35, D36
	Religious Studies Paper 3	08:45	120	D34, D35, D36							Drama Paper 2	13:10	105	D34, D35, D36
	PE Paper 3	08:45	60	D34, D35, D36							ACCESS TO START AT 12:45PM			
Fri 31st Jan	CATCH UP DAY					CATCH UP DAY					CATCH UP DAY			

Exam rooms are subject to change. Please check Edulink prior to your exam for your confirmed exam room and seat number.