

Years 11-13 Exam Leave and Study Leave

Terms 3 and 4, 2018



CIE classes

- **AS classes** finish at **12.00pm on Friday 28 September**.
- **A2 classes** finish at **12.00pm on Friday 28 September**.
- **IGCSE classes** finish at the **end of the day on Friday 19 October**.

CIE Tuition after CIE classes finish

Teachers will be available at the normal class time for individual tuition for all CIE classes until students have completed their final exam in that subject. No bookings are required, but students should arrive at the start of normal class time, not part way through. If, for any reason, teachers are not available to offer individual tuition during any given normal class time, they will communicate this in advance to their class.

NCEA classes

NCEA classes finish at the end of the day on Friday 26 October and normal teaching will continue in all NCEA classes until that time.

Study Leave (Internal Exams)

- All students will be given full-time Study Leave over the period of the Internal Examinations.
- For practical subjects that do not sit a written Internal Exam, such as Art and Technology, students will need to attend a minimum of **two** 3-hour exam slots per subject. Where possible these will be timetabled; however, students may need to arrange these sessions with their teachers. Departments will be keeping track of attendance for these sessions.

Study Leave (External Exams)

- Exam Leave is automatically granted to students who have to come out of class to sit an examination. Exam Leave will be for the day of the examination only.
- **Study leave is granted provided students have met all of their academic obligations.**
- Students on mixed CIE/NCEA or multi-level courses (for example, students with subjects at both IGCSE and Level 1) will attend all classes until the finish date of each and every subject.
- Students that have started Study Leave in CIE subjects, but are required to attend classes in one or two NCEA subjects, may apply to the College for a dispensation from attending these classes. This application will only be available in courses that have completed all Internal Assessments and formal preparation for the External Assessments. The application for dispensation will be made, in the first instance, to the student's teacher and will be subject to the student having met all of their academic obligations and having maintained a satisfactory level of attitude and effort in that course.

Revision Programmes

Each Department will offer an appropriate revision programme to students, as determined by the Head of Department.

Term 3 Internal Exams and Term 4 External Exams

Study Leave Regulations

- Students on Study Leave must continue to meet all of their extra-curricular commitments (to sports teams, cultural activities, etc).
- The Library will act as a study centre during the internal examinations and from the commencement of Term 4. This is a **silent** study area.
- Students who wish to work collaboratively will need to liaise with teachers and/or Housemasters to arrange a suitable area for this.
- The Library will continue to be available for use as a library during morning breaks, at lunchtimes and after school until 3:45 p.m., otherwise it will act as a study centre.

Day Students

- Day Students on Study Leave may study at school if they wish, but must wear school uniform and abide by all the usual school rules. In addition, during normal class times, they must report to the Library to participate in the supervised study sessions.
- In order to minimise disruption, students studying in the Library may only arrive or leave the study centre at the beginning/end of normal school periods (on the bell).

Boarders

- Boarders who are granted Exam Leave or Study Leave will be required to stay at the College, unless they have been granted permission by their Housemasters to have leave from school to study at home.
- Boarders with one full clear day between exams may apply to their Housemasters to have leave to study at home.
- All students in Boarding Houses that do not live in the Greater Auckland area have to be back in Houses by 8.30pm the night before an exam, even if the exam is in the afternoon of the following day.
- Boarders taking leave from school may only have leave with parents or guardians.
- Year 11 boarders will study in the Library during school periods, i.e. they do not study in their Houses.
- Year 12 and 13 boarders on Exam Leave, Study Leave or who have study periods, will either have to study in the Library or in their Houses during school periods. (Housemasters can direct students to study in the Library if they are unhappy with certain students studying in Houses).
- In order to minimise disruption, students studying in the Library may only arrive or leave the study centre at the beginning/end of normal school periods (on the bell).

All Students

- The Year 13 Common Room will be out of bounds during school periods throughout Term 4.
- Students are not allowed to use the sports facilities or to be out on the grounds during school periods.



J S Payne
Deputy Headmaster

August 2018



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