

**ST. BENEDICT COLLEGE KIRKOP
SECONDARY SCHOOL**



ANNUAL EXAMINATIONS 2022

Students' Handbook

Year 11 CCP

Annual Timetable for Secondary Schools Years 9, 10 & 11(CCP) - JUNE 2022

DATE	1st Session	Duration	Year	2nd Session	Duration
Thursday 9th June	Maltese Language	2 hrs	9	Maltese List Comp - Rotta 1, 2 & 3	15 mins
	English Language (English Paper 1 for Track 2 Students) + SEAC English & Communication	2 hrs	10	English List Comp - Track 1, 2 & 3/ SEAC English & Communication List Comp	20 mins
	Maltese CCP	1 hr 30 mins	11	ICT CCP	45 mins
Friday 10th June	Mathematics	2 hrs	9	Home Economics / History(Opt)	1 hr 30 mins
	Physics / Science & Tech CCP	2 hrs 1 hr	10	ICT C3	45 mins
	English CCP (1 hr) + List Comp (20 mins)	1 hr 20 mins	11	Religion CCP	1 hr
Monday 13th June	<i>Language Oral Examinations</i>	<i>All Day</i>	9	<i>Language Oral Examinations</i>	<i>All Day</i>
	Chemistry / Accounting Business Studies	2 hrs 1 hr 30 mins	10	Geography (Opt) / Home Economics	1 hr 30 mins
Tuesday 14th June	<i>Contingency for Language Oral Exams*</i>	<i>All Day</i>	9	<i>Contingency for Language Oral Exams*</i>	<i>All Day</i>
	Mathematics	2 hrs	10	Religion / Ethics	1 hr 30 mins 1 hr
Wednesday 15th June	English Language/ SEAC English & Communication	2 hrs	9	English List Comp - Track 1, 2 & 3/ SEAC English & Communication List Comp	20 mins
	Maltese Language	2 hrs	10	Maltese List Comp - Rotta 1, 2 & 3	15 mins
	Mathematics CCP	1 hr	11	Science & Technology CCP	1 hr
Thursday 16th June	Physics / Science & Tech CCP	2 hrs 1 hr	9	ICT C3	45 mins
	Geography/History/Social Studies (General)	2 hrs	10	European Studies	1 hr 30 mins
Friday 17th June	Ital/Fren/Ger/Spain/Arab/Chin (3rd Yr) & SPA L1	2 hrs	9	Computing/ European Stud (Opt)	1 hr 30 mins
	Ital/Fren/Ger/Spain 4th Year & SPA L1	2 hrs	10	History - Option	1 hr 30 mins
	Ital/Fren/Ger/Spain SPA L1	2 hrs	11	-	-
Monday 20th June	Biology	2 hrs	9	Geography (Opt)/ Soc Stud (Opt)	1 hr 30 mins
	<i>Language Oral Examinations</i>	<i>All Day</i>	10	<i>Language Oral Examinations</i>	<i>All Day</i>
Tuesday 21st June	Graphical Communication	2 hrs	9	Physical Education (Opt)	1 hr 30 mins
	Design & Technology (2 hrs)	2 hrs	10	-	-
	<i>Contingency for Language Oral Exams*</i>	<i>All Day</i>		<i>Contingency for Language Oral Exams*</i>	<i>All Day</i>
Wednesday 22nd June	Ital/Fren/Ger/Spain/Arab - 1st Year Design & Technology	2 hrs	9	-	-
	Track 3 - English Literature Track 2 - English Paper Paper 2	2 hrs 1 hr	10	Social Studies (Opt)/ Computing	1 hr 30 mins
Thursday 23th June	Chemistry (2 hrs)/ Bus Stud (1hr 30min) Accounting (2 hrs)		9	-	-
	Ital/Fren/Ger/Spain/Arab - 2nd Year Biology	2 hrs	10	Physical Education (Opt)	1 hr 30 mins
Friday 24th June	Geography/History/Social Studies (General)	2 hrs	9	Religion / Ethics	1 hr 30 mins 1 hr
	Graphical Communication	2 hrs	10	-	-
Monday 27th June	Maltese as a Foreign Language + Listening Comprehension	1 hr 30 mins 30 mins	9, 10 & 11	-	-

* Students may be requested by their school to take their Language Oral Examinations on these days

EXAMINATION RULES, ADVICE AND INSTRUCTIONS

Dear Student,

The following is a list of rules, advice and instructions you are expected to read carefully before your first examination and which you should follow throughout all the Examinations held at **St. Benedict College, Kirkop Secondary School**.

A Regulations - Make sure you know the rules	
1	You will be admitted to the examination room by not later than 5 minutes before the examination is due to start. You must be on time for all examinations. If you are late for no valid reason, no extra time will be given.
2	You are requested to sit at the desk assigned to you by the Invigilator. Failure to do so may cause problems in verifying your attendance and may result in you are being given the wrong examination paper.
3	You must not become involved in any unfair or dishonest practice in any part of the examination. Hence, you must not a) knowingly use any materials other than those authorised, b) use sources of information other than those listed on the question paper, c) knowingly aid another student, or d) knowingly receive assistance from another person.
4	If you try to use unfair practice, or break the rules in any way, you shall be reported to the Assistant Heads in charge of Exams, Mr R Muscat and/or Mr J Galea, who will then follow up the report accordingly.
5	You may take into the examination room only the materials and equipment which are allowed.
6	You must not take into the examination room any unauthorised materials and equipment, which might give you an unfair advantage such as notes, books, electronic devices, including mobile telephones and MP3/4 players. Students making use of Reader Pen will be duly informed and will have the permission to make use of the Reader Pen during the Examinations. Possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to possible disqualification. <i>Bring your writing equipment in a pencil case or plastic bag. Do not bring revision notes, books or any unauthorised items to the exam room; you must place such items in your locker. Turn off watch alarms.</i>

7	You must not talk to or otherwise communicate with or disturb other candidates once the examination has started. <i>You must not talk at all in the exam room, even when entering or leaving. Respect the needs of others already or still working.</i>
8	You are not allowed to leave the examination room for the whole duration of the session. In exceptional cases, you may be given permission to leave the examination room temporarily. In such cases, you will be kept under surveillance by the corridor supervisor and will not be allowed to talk to any other person. You will be expected to make good use of the full time allowed for the paper. If you feel ill or need to go to the toilet, you will be escorted from the room by the corridor supervisor and will be allowed to return to finish the examination. You will be given extra time to compensate for the interruption.
9	No borrowing is allowed during the examination.
10	Eating and drinking during exams is banned, except where medically required. Candidates may bring bottled water to drink between examinations.
B Information – Make sure you attend and provide what you need	
1	Ensure you have a timetable for all your examinations (both written and oral). Make sure you attend on the appropriate day and at the correct examination room on time. Know the dates and times of your examinations. <i>Don't assume anything.</i>
2	Arrive <i>outside the exam room</i> at least 10 minutes before the start of each examination. First Session starts at 8.00 a.m., Second session starts at 10.30 a.m., <i>You must be in school at least 15 minutes before the start of your exam and outside the examination room 10 minutes before the start.</i>
3	If you arrive late for an examination, <i>go straight to the examination room and report to the Invigilator</i> running the examination.
4	If you arrive more than 30 minutes after the published start time for the examination, you will not normally be allowed to take it. <i>If you find you are very late for an exam, get one of your parents or a responsible adult to accompany you all the way to school, right to the Head of School's Office.</i>
5	Take into the examination room the pens, pencils, rubbers and any instruments, which you need for the examination. <i>Don't forget a ruler, protractor, compass, pencil sharpener, spare pen, etc.</i>

6	<p>You must write in black or blue ink. Coloured pencils may be used only for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.</p> <p><i>Remember, you may not borrow anything from another candidate during the exam. Be prepared!</i></p>
C Calculators	
1	<p>You may use a calculator unless you are told otherwise. <i>Calculators are banned in certain exams.</i></p>
2	<p>If you use a calculator:</p> <ul style="list-style-type: none"> ➤ Make sure it works properly and that any batteries it requires are working ➤ Lids or covers which have printed instructions or formulae are not permitted ➤ Replace the battery in your calculator before the exams. If you can, bring a spare calculator.
D Examination Instructions	
1	<p>Listen to the Invigilator and do what you are asked to do.</p>
2	<p>Tell the Invigilator at once:</p> <ul style="list-style-type: none"> ▪ If you think you have not been given the right question paper or all the materials listed on the front of the paper. ▪ If the question paper is incomplete or badly printed.
3	<p>Read carefully and follow the instructions printed on the question paper. <i>Do what they ask you to do.</i> You must consider the time element carefully. Do not spend too much time on any one question at the expense of others. You should allow sufficient time to re-read your exam paper and to verify that you have answered all the required questions to the best of your ability.</p>
4	<p>Fill in the details required on the front of the question paper and foolscap/s before the start of the examination. <i>At the end of the exam, make sure you complete all further details requested.</i></p>

E Advice and Assistance	
1	Put up your hand during the examination if you have a problem and are in doubt about what you should do, you feel ill, or you need more paper. <i>The invigilators are there to help you.</i>
2	You must not ask for, and will not be given, any explanation of the questions. Invigilators cannot advise you on the meaning of words or phrases, or on the specific requirements of a given question.
F End of Examination	
1	If you have used more than two foolscaps, you must place them in the correct order. <i>Write your name on each foolscap you present.</i>
2	You must not leave the examination room until the Invigilator tells you to do so. <i>Leave in silence.</i>
3	You must not take from the examination room any used or unused, rough work or any other materials provided for the examination. <i>Take all your belongings with you.</i>
G Other matters	
1	<i>Normal regulations apply to behaviour, general appearance, and to the style and standard of dress.</i> <i>Students are expected to wear official school uniform.</i>

In case of Oral Examinations, kindly assemble at the Foyer as indicated in your allocation time-table. Invigilators will eventually direct you to the classroom where the oral exam will be held. It is of utmost importance to keep **ABSOLUTE SILENCE** while queuing up for your turn.

As Educators we thank you in advance for your full co-operation and sincerely hope you do obtain good results. Good luck!

Regards,

Mr Raymond Muscat (Assistant Head i/c of Exam Logistics)

Mr Josue' Galea (Assistant Head i/c of Exam Papers)

KULLEĠĠ SAN BENEDITTU

Skola Sekondarja
Triq San Ġwann,
Hal Kirkop KKP 9011, Malta
Tel: 25984400



Secondary School
St John Street,
Kirkop KKP 9011, Malta
Tel: 25984400

Għażiż ġenitur/kustodja,

L-eżamijiet ta' tmiem is-sena skolastika għall-klassijiet tal-Year 9, Year 10 u Year 11 CCP se jsiru bejn **nhar il-Ġimgħa 9 ta' Ġunju 2022 u nhar it-Tnejn 27 ta' Ġunju 2022**. Permezz ta' din l-ittra qed ninfurmak li **kull filghodu** se jkun hemm trasport hekk kif jidher fl-**Iskeda ta' Trasport għal waqt il-perjodu tal-eżamijiet** ippublikata f'dan il-fuljett. Jekk it-tifel/tifla se j/titlaq qabel il-hin tat-trasport, dan jistgħu jagħmluh **BISS** bil-kunsens tiegħek wara li timla l-formola t'hawn taht. **Ebda nota ohra ghajr din il-formola mhi se tkun aċċettata bhala kunsens biex it-tifel/it-tifla johroġ/tohroġ qabel mill-iskola. Irid ikun hemm il-kunsens għal kull darba li student/a ma jibqax/tibqax l-iskola sal-ahhar.**

Importanti li timla d-dettalji kollha, inklużi l-ġranet meta t-tifel/it-tifla se johroġ/tohroġ kmieni mill-iskola.

It-trasport mill-iskola għad-dar ivarja skont il-ġurnata. Inti ġentilment tiċċekkja mal-iskeda tat-trasport f'dan il-ktejjeb.

✂-----AQTA' HAWN-----

Jiena _____, ġenitur ta' _____ li qieghed/qieghda fi klassi _____ nagħti permess lit-tifel/ lit-tifla tiegħi biex johroġ/tohroġ qabel il-hin stipulat f'dawn il-ġranet:

Ġurnata u hin: _____

Ġurnata u hin: _____

Ġurnata u hin: _____

Ġurnata u hin: _____

Ġurnata u hin: _____

Ġurnata u hin: _____

Ġurnata u hin: _____

Ġurnata u hin: _____

Fl-istess waqt niehu r-responsabbilta` kollha tat-tifel/tifla fil-hin li jkun hareġ/ harget mill-iskola.

Firma: _____ Numru tal-Karta tal-Identita` _____

Adrian Galea
Kap tal-Iskola

Raymond Muscat u Josue' Galea
Assistenti Kap inkarigati mill-eżamijiet.

Kirkop Secondary School

June Annual Exams Transport

Exams start at 08:00. At the end of the day, transport will leave school at:

Date	Time
Thurs 9th June	11:00
Fri 10th June	11:15
Mon 13th June	10:15
Tue 14th June	12:15
Wed 15th June	11:00
Thurs 16th June	11:15
Fri 17th June	10:15
Mon 20th June	10:15
Tue 21st June	10:15
Wed 22nd June	10:15
Thurs 23rd June	10:15
Frid 24th June	12:15
Mon 27th June	09:45

