



Altrincham Grammar School for Boys

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Head Master: Mr G A Wright M.A. (Hons) FRSA

9th February 2026

Dear Parents/Carers of Year 10 Students

Year 10 Internal Exams

Year 10 students will be taking part in internal exams from Tuesday 10th March to Friday 20th March 2026. The examinations timetable and examinations code of conduct is attached alongside this letter, for your reference.

During the examinations period, students are expected to attend school as usual. They will attend registration and subject lessons according to their usual timetable, apart from when they have examinations when they will go to the appropriate exam room.

Yours faithfully

Mrs S Weil
Deputy Head

Internal Examinations – Code of Conduct

- You have been sent an exam timetable, refer to this regularly so that you are on time for all your exams.
- Full school uniform and smart appearance is expected.
- If you are going to be absent or late for an exam, you should let school know as soon as possible.
- If you miss an exam, please see Mrs Howell, Examinations Officer, as soon as possible to make alternative arrangements.

Exam Timings

- Morning examinations will start promptly at 9.00am, please be outside the room by 8.45am.
- Afternoon examinations will start at promptly 1.20pm, please be outside the room by 1.10pm.
- Exams taking place on a Thursday will start at 9.25am and 1.30pm respectively.
- Some exams may take place during period 3, please check your timetable carefully.
- You should not enter the examinations room until instructed to do so.

Location of Exams

- Most examinations will take place in the Coleman Hall, D5 and the Old Library. Check the notice board in Reception to locate your exam room.
- If your exam is in the Coleman Hall, there will be a seating plan in reception and near E1.
- Entry to the Coleman Hall exams will be from the side door in the Quad.
- Site staff have allocated a small room under the stairs in the English block for the storage of bags and coats for exams in the Coleman Hall, this will be locked during the exam.
- If you have an exam in the Old Library you must wait quietly outside the room, bags can be stored tidily outside the Old Library.
- Bag space for exams will be very limited so only bring into the exam room what you need for the exam.

Equipment

- Ensure that you have the correct equipment for your examination. All pens, calculators etc must be stored in a clear pencil case or clear plastic bag. Remember to bring mathematical instruments to Maths exams which should be removed from their box and placed in your clear pencil case.
- Ensure that your calculator, if required, is fully charged and in the correct mode for the examination. Calculator lids must be left in your bag and not taken into the exam room. Graphical calculators are only to be used for GCE (A Level) exams and it is the responsibility of the student to ensure the calculator is in exam mode before the start of the exam.
- The use of Tippex or a gel/erasable pen is not permitted in examinations.

Once in the examinations room

- You must enter the exam room in silence as once in the exam room you are under exam conditions and must not communicate in any way with other candidates until the examination is finished, all exam materials have been collected, and you have left the exam room.
- You must not have a mobile phone, watch or any web enabled device in the exam room. Wrist watches or smart glasses must not be worn or taken into the exam room. You are not allowed to bring in headphones or earbuds. If you are found in possession of any of these items, regardless of whether they are operable, you may be disqualified.
- Candidates are responsible for producing legible handwriting.
- The only drink allowed in the exam room is water in a transparent, plastic bottle with any packaging removed. Drinks should be placed under the table to minimise the risk of spillage.
- You must not write on or open the exam paper until instructed to do so.
- At the end of the exam you must stop writing immediately once instructed to do so.
- If you complete the examination early, check through your paper carefully and then sit quietly. You will not be allowed to leave the exam room until the official end time of the examination.
- Please ensure that when you leave the exam room you do so in silence.
- After the exam you must return to your timetabled lessons unless instructed otherwise.