



## Exams Assistant Annualised Hours Example 2022

| Week commencing | Key Events                                          | Proposed working hours for the week | Anticipated working hours per day |     |     |      |     |
|-----------------|-----------------------------------------------------|-------------------------------------|-----------------------------------|-----|-----|------|-----|
|                 |                                                     |                                     | Mon                               | Tue | Wed | Thur | Fri |
| 31-Jan-22       | Year 10 Practice Exams                              | 30                                  | 7                                 | 7   | 7   | 6    | 3   |
| 07-Feb-22       | Year 10 Practice catchups & June entries to parents | 20                                  |                                   |     |     |      |     |
| 14-Feb-22       | Submission of final entries                         |                                     |                                   |     |     |      |     |
| 21-Feb-22       | Half Term                                           |                                     |                                   |     |     |      |     |
| 28-Feb-22       |                                                     |                                     |                                   |     |     |      |     |
| 07-Mar-22       |                                                     |                                     |                                   |     |     |      |     |
| 14-Mar-22       |                                                     |                                     |                                   |     |     |      |     |
| 21-Mar-22       | Seating GCSE Exams                                  |                                     |                                   |     |     |      |     |
| 28-Mar-22       |                                                     |                                     |                                   |     |     |      |     |
| 04-Apr-22       |                                                     |                                     |                                   |     |     |      |     |
| 11-Apr-22       | Easter Holiday                                      |                                     |                                   |     |     |      |     |
| 18-Apr-22       | Easter Holiday                                      |                                     |                                   |     |     |      |     |
| 25-Apr-22       |                                                     |                                     |                                   |     |     |      |     |
| 02-May-22       | GCSE Timetables                                     |                                     |                                   |     |     |      |     |
| 09-May-22       | GCSE Prep                                           | 12                                  |                                   |     |     |      |     |
| 16-May-22       | GCSE Exams                                          | 47.5                                | 9.5                               | 9.5 | 9.5 | 9.5  | 9.5 |
| 23-May-22       | GCSE Exams                                          | 47.5                                | 9.5                               | 9.5 | 9.5 | 9.5  | 9.5 |
| 30-May-22       | Half Term                                           |                                     |                                   |     |     |      |     |
| 06-Jun-22       | GCSE Exams                                          | 47.5                                | 9.5                               | 9.5 | 9.5 | 9.5  | 9.5 |
| 13-Jun-22       | GCSE Exams                                          | 47.5                                | 9.5                               | 9.5 | 9.5 | 9.5  | 9.5 |
| 20-Jun-22       | GCSE Exams                                          | 21                                  | 9                                 | 4   | 4   | 4    |     |
| 27-Jun-22       |                                                     |                                     |                                   |     |     |      |     |
| 04-Jul-22       | Results prep and CATs                               | 15                                  |                                   |     |     |      |     |
| 11-Jul-22       |                                                     |                                     |                                   |     |     |      |     |
| 18-Jul-22       | Summer Holidays begin (22nd July)                   |                                     |                                   |     |     |      |     |
| 25-Jul-22       | Summer Holidays                                     |                                     |                                   |     |     |      |     |
| 01-Aug-22       | Summer Holidays                                     |                                     |                                   |     |     |      |     |
| 08-Aug-22       | Summer Holidays                                     |                                     |                                   |     |     |      |     |
| 15-Aug-22       | Summer Holidays                                     |                                     |                                   |     |     |      |     |
| 22-Aug-22       | Summer Holidays -Results Day (Wed)                  | 4                                   |                                   |     | 4   |      |     |
| 29-Aug-22       | Appeals                                             | 8                                   |                                   |     |     |      |     |
| 05-Sep-22       |                                                     |                                     |                                   |     |     |      |     |
| 12-Sep-22       |                                                     |                                     |                                   |     |     |      |     |
| 19-Sep-22       | CATS/reading tests                                  | 25                                  |                                   |     |     |      |     |
| 26-Sep-22       |                                                     |                                     |                                   |     |     |      |     |
| 03-Oct-22       | Practice exam seating/marksheets                    |                                     |                                   |     |     |      |     |
| 10-Oct-22       |                                                     |                                     |                                   |     |     |      |     |
| 17-Oct-22       | Practice Exam Prep                                  | 6                                   |                                   |     |     |      |     |
| 24-Oct-22       | Half Term                                           |                                     |                                   |     |     |      |     |
| 31-Oct-22       | Year 11 Practice Exams + certificates               | 40                                  | 8                                 | 8   | 8   | 8    | 8   |
| 07-Nov-22       | Year 11 Practice Exams                              | 35                                  | 7                                 | 7   | 7   | 7    | 7   |
| 14-Nov-22       |                                                     |                                     |                                   |     |     |      |     |
| 21-Nov-22       |                                                     |                                     |                                   |     |     |      |     |
| 28-Nov-22       |                                                     |                                     |                                   |     |     |      |     |
| 05-Dec-22       | Marksheets/Seating Yr 10                            |                                     |                                   |     |     |      |     |
| 12-Dec-22       |                                                     |                                     |                                   |     |     |      |     |
| 19-Dec-22       | Christmas Holiday                                   |                                     |                                   |     |     |      |     |
| 26-Dec-22       | Christmas Holiday                                   |                                     |                                   |     |     |      |     |
| 02-Jan-23       |                                                     |                                     |                                   |     |     |      |     |
| 09-Jan-23       | Practice Exam Prep and real Module exam             | 10                                  |                                   |     |     |      |     |
| 16-Jan-23       | GCSE Marksheets                                     |                                     |                                   |     |     |      |     |
| 23-Jan-23       | Year 10 Practice Exams                              | 35                                  | 7                                 | 7   | 7   | 7    | 7   |