



Exams Assistant Annualised Hours Example Academic Year 2019-20

Week commencing	Key Events	Total proposed working hours for the week	Anticipated working hours per day				
			Mon	Tue	Wed	Thur	Fri
02-Sep-19							
09-Sep-19							
16-Sep-19	CATS prep	9					
23-Sep-19	CATS tests	25	5	5	5	5	5
30-Sep-19							
07-Oct-19							
14-Oct-19							
21-Oct-19	Practice Exam Prep	6					
28-Oct-19	Half Term						
04-Nov-19	Year 11 Practice Exams	45	9	9	9	9	9
11-Nov-19	Year 11 Practice Exams	45	9	9	9	9	9
18-Nov-19							
25-Nov-19	Certificate collection evening (28th Nov)						
02-Dec-19							
09-Dec-19							
16-Dec-19							
23-Dec-19	Christmas Holiday						
30-Dec-19	Christmas Holiday						
06-Jan-20							
13-Jan-20	Practice Exam Prep	6					
20-Jan-20	Year 10 Practice Exams	45	9	9	9	9	9
27-Jan-20	Year 10 Practice Exams	45	9	9	9	9	9
03-Feb-20							
10-Feb-20							
17-Feb-20	Half Term						
24-Feb-20							
02-Mar-20							
09-Mar-20							
16-Mar-20							
23-Mar-20							
30-Mar-20							
06-Apr-20	Easter Holiday						
13-Apr-20	Easter Holiday						
20-Apr-20							
27-Apr-20							
04-May-20	GCSE Prep	12					
11-May-20	GCSE Exams	50	10	10	10	10	10
18-May-20	GCSE Exams	50	10	10	10	10	10
25-May-20	Half Term						
01-Jun-20	GCSE Exams	50	10	10	10	10	10
08-Jun-20	GCSE Exams	50	10	10	10	10	10
15-Jun-20							
22-Jun-20							
29-Jun-20							
06-Jul-20							
13-Jul-20							
20-Jul-20	Summer Holidays begin (23rd July)						
27-Jul-20	Summer Holidays						
03-Aug-20	Summer Holidays						
10-Aug-20	Summer Holidays						
17-Aug-20	Results Day (Wed)	4			4		
24-Aug-20	Appeals	8		4	4		