

Exams and Data Officer annualised hours example working pattern

| <b>Time period</b>     | <b>Directed days</b>  | <b>Additional days to be worked (exact dates to be agreed in advance with line manager)</b>  | <b>Total number of days to be worked</b> |
|------------------------|---|--|--|
| <b>Term 1</b>          | <ul style="list-style-type: none"> <li>First 5 days of term</li> <li>Week 1 of Y11 Mock 2 (5 days)</li> </ul>   | <ul style="list-style-type: none"> <li>10 days (for Mock 2 preparation &amp; any VCERT examinations)</li> </ul>                          | <b>20</b>                                |
| <b>Term 2</b>          | <ul style="list-style-type: none"> <li>Week 2 of Y11 Mock 2 (5 days)</li> <li>1 day immediately following Mock 2 (for review &amp; evaluation of Mock 2)</li> </ul> | <ul style="list-style-type: none"> <li>10 days (for Mock 3 preparation &amp; any VCERT examinations)</li> </ul>                          | <b>16</b>                                |
| <b>Term 3</b>          | <ul style="list-style-type: none"> <li>Week 1 of Y11 Mock 3 (5 days)</li> </ul>   | <ul style="list-style-type: none"> <li>6 days (for Mock 3 preparation &amp; any VCERT examinations)</li> </ul>                           | <b>11</b>                                |
| <b>Term 4</b>          | <ul style="list-style-type: none"> <li>Week 2 of Y11 Mock 2 (5 days)</li> <li>1 day immediately following Mock 3 (for review &amp; evaluation of Mock 3)</li> </ul> | <ul style="list-style-type: none"> <li>10 days (for GCSE preparation &amp; any VCERT examinations)*</li> </ul>                           | <b>16</b>                                |
| <b>Term 5*</b>         | <ul style="list-style-type: none"> <li>Each of the last five weeks of term (24 days – likely to include a bank holiday)</li> </ul>                                  | None   | <b>24</b>                                |
| <b>Term 6</b>          | <ul style="list-style-type: none"> <li>First four weeks of term (GCSE exam period and Y10 Mock 1)</li> <li>GL assessment week (5 days)</li> </ul>                   | <ul style="list-style-type: none"> <li>3 days (for review and evaluation of the exam periods and preparation for results day)</li> </ul> | <b>27</b>                                |
| <b>Summer Holidays</b> | <ul style="list-style-type: none"> <li>GCSE results day &amp; one other working day (to help process requests after award)</li> </ul>                               | None   | <b>2</b>                                 |
|                        |   | <b>Total</b>   | <b>117</b>                               |