



**Emanuel School**

**PUBLIC EXAMINATIONS**

**HANDBOOK FOR STUDENTS**

**2026**



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## INTRODUCTION

Emanuel School is committed to ensuring that students are fully briefed on the exam process in place in the centre and are made aware of the required JCQ awarding body instructions and information for candidates.

*Our aim is to provide students with a positive experience during the examination period to ensure that this time is as successful as possible for all students.*

## PURPOSE OF THIS HANDBOOK

- To support/complement candidate briefings/assemblies
- To inform candidates about malpractice in examinations/assessments
- To inform candidates about the use of their personal data and copyright
- To ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken
- To ensure copies of relevant JCQ information for students' documents are provided in advance of any exams/assessments being taken
- To answer questions students may have
- To inform students of any exams-related policies/procedures that they need to be made aware of on our intranet site
- To also share this information with students' parents

**Both students and parents are expected to take time to read through the exam procedures and expectations.**

**Students must take responsibility for understanding the rules and abiding by them.**

The student's personal timetable can be found on the Student Portal.

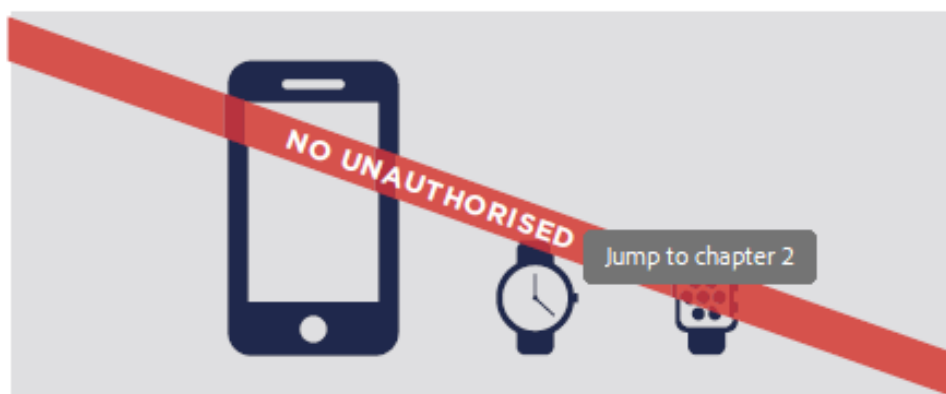
Please ensure that you read and are familiar with the posters on this page and the following page. They will be displayed inside/outside all venues.



AQA City & Guilds CCEA NCFE OCR Pearson WJEC

## NO MOBILE PHONES NO WATCHES

NO TECHNOLOGICAL OR WEB-ENABLED  
POTENTIAL SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone  
or any watch, is a serious offence and could result in

# DISQUALIFICATION

from your examination and your overall qualification.

## Warning to candidates



 AQA	 City & Guilds	 CCEA	 NCFE	 OCR	 Pearson	 WJEC
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**1**

You **must** be on time for all your examinations.

**2**

**Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the examination or qualification.

**3**

You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

**4**

You **must** follow the instructions of the invigilator.

**5**

You **must not** sit an examination in the name of another candidate.

**6**

You **must not** become involved in any unfair or dishonest practice in any part of the examination.

**7**

If you are confused about anything, only speak to an invigilator.

**The *Warning to candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.**

## MALPRACTICE

To maintain the integrity of qualifications, strict regulations are in place.

Malpractice means any act or practice which is in breach of the regulations.

**Any alleged, suspected, or actual incidents of malpractice will be investigated by the School and reported to the relevant awarding body/bodies.**

JCQ provides information regarding what constitutes malpractice:

- Introduction of unauthorised material into the examination room
- Breaches of examination conditions
- Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to do this)
- Offences relating to the content of candidates' work
- Undermining the integrity of examinations/assessments

### **Things not to do on social media:**

Buy/ask for/share exam or assessment content

- Pass on rumours of what is in exams or assessments i.e. information you may receive about a “leaked” exam paper

You should be aware that the following constitute malpractice:

- being in possession of confidential assessment related information in advance of the examination
- exchanging, obtaining, receiving (even if not requested) or passing on assessment related information by any means of communication
- talking
- bringing unauthorized materials into the exam room: mobile phones†, MP3 players, smart watches, notes, memory sticks etc
- writing down things you need to remember on the front of your exam script before you have been told to start your exam
- continuing to write when told the exam has ended
- getting out of your seat or leaving without permission during an exam
- deliberate disruption
- writing inappropriate comments in your exam scripts
- a breach of instructions given by an invigilator
- attempting to access the internet whilst using a computer during your exams

**Any malpractice will be reported to the exam board and they may apply a range of penalties from a warning to disqualification of all papers in an entire subject.**

**† If you are found with a mobile phone in your possession (even if it is switched off), this will be reported to the exam board, and you may receive a penalty including possible disqualification from the exam.**

† Examples of malpractice can be found on Firefly under Examinations  
<https://emanuel.fireflycloud.net/examinations/information-to-candidates>

## STUDENTS' TIMETABLES

Your personal timetable can be found enclosed with this manual as well as on the Student Portal. Two copies have been provided, a student copy and a parent copy (printed on coloured paper). Please take time now to read through your timetable. While every effort has been made to ensure the information provided is accurate, it is important to ensure that there is no confusion for candidates and raising any questions early will ensure that matters can be resolved smoothly and well before your examination takes place. If you find any discrepancies within your timetable it is very important that you let the **Exam Officer** know as soon as possible and well in advance of the day of your exam by contacting [exams@emanuel.org.uk](mailto:exams@emanuel.org.uk). Updated timetables will always be accurate on the Student Portal.

Please note it is normal for students to have three exams in one day.

**Emanuel School does not control the public exam timetable**, but we will ensure all students are made comfortable and have a break in between their exams.

You are required to know your seat number and venue for each exam. This is provided on your exam timetable. A seating plan will be displayed on the window of Hampden Hall prior to the start of each session.

Once you enter the exam venue you will find a student ID card on each desk; this is to aid the invigilator, please **do not** write on or deface these cards.

### Exam clashes

Sometimes more than one exam is timetabled on the same day and at the same time by the exam boards. Because, as in all schools, Emanuel uses a range of exam boards for different subjects sometimes this can result in an individual candidate apparently having two exams scheduled at the same time. This is known as an “exam clash”.

- If you have an exam clash you will usually sit the two exams in the same scheduled slot with a small break (dictated by the exam board) in between. This has been arranged for you and is reflected on your personal timetable.
- Occasionally, if the two exams clashing exceed a certain length, one exam may have been moved to another session within the same day. If this is the case, you will be supervised by an invigilator until the start of your next exam. Invigilators have been employed by the School and must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies. If you are being supervised over the lunch period, you will of course be able to have lunch but only with other pupils who are also under supervision.
- Whilst under supervision you will not be able to speak to any other students (unless they are also with you in supervision). Revision can take place, but you will not be able to use a laptop for this and you will not have any access to your phone during this

supervision period. If you are affected by an exam clash of this kind you will have to be very organised and ensure that you have suitable paper notes/exercise books/textbooks from which to revise in the absence of access to your devices. At the end of your first exam, you will be escorted to collect your revision notes, you will not be allowed to take your bag with you.

- On rare occasions an exam will have to be moved to the next day. If you fall into this category your parents will have to supervise you whilst at home; this will mean you are not allowed to communicate with any of your friends. You will not be allowed to access your mobile phone or any laptop/computer/internet (**this will include online streaming of music**) whilst at home. You will be taken to the school library after your last exam and collected from there by one of your parents. The next morning your parent will drop you back at the school library where you will be collected by an invigilator or the Exams Officer to sit your exam.

## **CONTINGENCY SESSION – SUMMER 2026**

The designation of a 'contingency day' within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.

The awarding bodies have designated the following as a contingency day for examinations in 2026:

- **Wednesday 24<sup>th</sup> June 2026**

**You are required to be available for this date, even if you do not have any exams scheduled.**

This is consistent with the qualification regulators' document 'Exam system contingency plan: England, Wales and Northern Ireland'.

Where candidates choose not to be available for the rescheduled examination(s) for reasons other than those traditionally covered by special consideration, they will not be eligible for enhanced grading arrangements. Note that the awarding bodies insist upon candidates being available throughout the entire timetable period as a matter of course.

## **EXAM VENUES**

The main venues used for public exams will be the Hampden Hall and the D Block although on some occasions other classrooms may be used. **You will not be in the same location for every exam.**

**Please ensure you check the venue each day for a specific exam prior to coming into school by checking your timetable.**

## EXAM ROOM CONDITIONS

All rooms are indicated on your personal timetable.

**You are required to line up outside the exam venue 20 minutes before the start of your exam.**

Once you enter an exam room (for Hampden Hall, this begins at the first set of doors) you will be under formal conditions for sitting exams.

- **REMEMBER!** Mobile phones, watches, calculator lids and non-see through water bottles are not permitted inside the exam venue. Mobile phones and watches must be securely stored away before you enter the exam venue. Bringing in either of these items, even if you are handing them to an invigilator, is considered a breach of the regulations.
- Candidates must not talk to, attempt to communicate with or disturb other candidates once they have entered the examination room. If they do, this will be reported to the relevant awarding body.
- Candidates must not open the question paper until the examination begins. If they do, they will be reported to the relevant awarding body.
- Information about your exam will be displayed on a screen or board i.e. subject, reference number duration of exam etc.
- Warning posters will be displayed reminding you of the exam regulations.
- A student ID Card will be placed on your desk. This information must be used to complete the front of your answer booklets (your first name and surname must match the information indicated on the card). You may only complete the front of your scripts when the announcement instructs you to do so **and not before.**
- Ensure you read the instructions written on the front of your exam script.
- An announcement will be played at the beginning of each exam instructing you of the conditions of the exam.
- The announcement asks you to check that you have the correct paper, tier and (if applicable) the correct access arrangements. You must make it known to an invigilator immediately if anything is incorrect.
- You are not allowed to leave the exam room until the authorised end time of the exam has been reached.
- If you are entitled to extra time, you may leave before the end of your extra time has ended but will have to sign a form to state the time you finished your exam.
- You must leave the exam room in silence as some students may still be working.
- You must not remove any exam stationery from the exam venue.

## EQUIPMENT

Please prepare your clear/transparent pencil case with only the equipment you will need for your exams. Please remove things like: -

Glue sticks

Scissors

Different coloured pens

- The regulations state that you must complete your exam papers in **black ink only, including all Cambridge International exams.**
- **“Frixion Erasable”** pens are prohibited by the Exam Board. Scanning machines may not be able to detect this type of ink.
- If you are entitled to extra time, **YOU MUST NOT CHANGE PEN COLOUR**
- When drawing diagrams, these can be completed in pencil.
- Highlighter pens may be used to highlight questions; they **must not** be used for your answers.

You are responsible for bringing your own equipment. This must be placed inside your **transparent plastic pencil case**. It is a good idea to clear out your pencil case and make it “exam ready”. Please ensure that you have enough spare black pens and pencils. A ruler may be needed together with a protractor and compass.

**Please do not have** any post-it notes, glue, scissors, sweets, lip balm, etc. within your pencil case. If you have any type of medication, this must be taken out of the original packaging and placed in a clear plastic bag.

You should only have the regulation equipment for your exams.

## PROHIBITED ITEMS WITHIN YOUR PENCIL CASE

The printed branding must be removed from the items like the pencil sharpener and erasers



PLEASE EMPTY YOUR PENCIL CASE OF ITEMS YOU DO NOT REQUIRE DURING YOUR EXAM



## Calculators

### JCQ states that:

#### Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers which have printed instructions or formulae.
- put into “Exam Mode”

#### Calculators must not:

- be designed or adapted to offer any of these facilities
  - language translators
  - symbolic algebra manipulation
  - symbolic differentiation or integration
  - communication with other machines or the internet;
- be borrowed from another candidate during an examination for any reason;
- have retrievable information stored in them. this includes:
  - databanks
  - dictionaries;
  - mathematical formulae;
  - text.

#### The candidate is responsible for the following:

- the calculator’s power supply
- the calculator’s working condition;
- clearing anything stored in the calculator

Note that it is your responsibility to bring in your calculator for the relevant exams, and to ensure that your calculator has new batteries (if battery powered). You must also ensure that your calculator is in the “Exam Mode” **(A Level only)**

**The School does not provide students with equipment for exams, and you are not allowed to borrow any equipment from another student once the exam has started.**

Please ensure that calculator lids are left at home. They will be taken from you if brought into the exam venue.

# IMPORTANT NOTICE

Food/sweets are not allowed inside the exam room unless a student has a medical condition of which the school is aware, and a prior arrangement has been made. These must be in clear packaging.

If you need to bring in a drink it must be water only. Water bottles must be free of any text with all labels removed prior to entering the exam venue. We do not allow any sugary drinks into the exam venues as if this spills on your script we may not be able to salvage it.

Please do not bring in any items which are not related to your exams i.e. mascots, fidget bits.

If you require medication, it must be free of its packaging. Equally if you require lip balm, it must be in a clear container.

## ATTENDANCE AND TIMING FOR EXAMS

### UNIFORM

Full school uniform including school shoes must be worn to all exams. No hoodies, trainers etc. will be allowed.

### TIMINGS

**Students are responsible for checking their own timetables and arriving at school on the correct day and at the correct time with the necessary equipment.**

Please ensure you allow enough time to get to school so that you are not delayed by transport.

#### Morning Exams

Arrive at school, lock away your phone, watch and bag (if necessary) in your form room and check your timetable or the seating plan displayed outside the exam venue.

- 8.15** Gather outside the exam room.  
For the Hampden Hall you will need to line up in the Hampden Yard according to your seat number/row, and for the other venues you will need to line up just outside, in your seat number/row order.
- 8.20** Enter in silence, sit at YOUR desk, await instructions.
- 8.30 Examination begins.**  
**If you have a morning and afternoon examination, you will revise on site and, as in the mocks, there will be designated supervised study rooms. These will be silent study areas. The library is only available before school.**

#### Afternoon Exams

Arrive at school, lock away your phone, watch and bag (if necessary) in your form room and check your timetable or the seating plan displayed outside the exam venue.

- 1.15** Gather outside the exam room.  
For the Hampden Hall you will need to line up in Hampden Yard according to your seat number/row, and for the other venues you will need to line up just outside, in your seat number/row order.
- 1.20** Enter in silence, sit at YOUR desk, await instructions.
- 1.30 Examination begins**

## WHAT TO DO IF YOU ARRIVE LATE FOR AN EXAM

Please contact the school if you know you are going to be late for an exam. Upon arrival at school go straight to your exam venue and get the attention of an invigilator who will show you to your seat and note your explanation of why you were late. This explanation will be forwarded to the exam board. If you arrive after the first hour of your exam this is considered “very late”. The exam board may not accept your exam script; this will depend on your reason for lateness and how you travelled to school. You will be given the full-time allocation to complete your exam.

## WHAT TO DO IF YOU ARE UNWELL ON THE DAY OF AN EXAM

If you feel unwell during the exam **you must notify the invigilator**, and they will record this. If you know you are unwell prior to the exam, an email or telephone call informing the Exam Officer of this is required and this information will be passed onto the invigilators so that they are aware of the situation. Depending on the severity of the illness, the exam board will be informed and a possible application for Special Consideration will be considered.

If you are absent from an examination due to illness, the school must be notified as soon as possible on **020 8870 4171**. A medical certificate must be submitted to the Exam Office within three days of the missed examination.

The School will complete a Special Consideration form, and this will be sent off to the exam board. In these cases, a mark is calculated for the missing unit provided the student has completed enough of the specification to meet the minimum requirements specified by JCQ. The calculation of the missing mark considers the student's performance in the other comparable units of the exam and the national average for those units. This method is fair and consistent.

**If you miss an exam, you are not permitted to sit it at a later time or date.**

**These timetables are regulated by the examination boards, not the School**

**Please note that oversleeping or misreading the timetable will not be accepted as a satisfactory explanation for absence.**

## ACCESS ARRANGEMENTS

If you have been awarded an exam access arrangement by the School, it is in your best interest to use this provision. If you are awarded extra time, you do not have to stay until the end of this extra time, but you will be asked to sign a form to indicate the time you completed your exam.

If typing, you are also allowed to handwrite some of your responses in your exam script/answer booklet. For multiple choice questions this will be much quicker. Graphs and charts may also be drawn inside your answer booklets.

The School carefully maintains all of the examination laptops, but, as with all IT, it can never be fully guaranteed that the laptop will not malfunction, which could result in you losing unsaved typed work. The software we use, providing all steps have been followed according to the instructions given, will save your work constantly in the background.

Please note that at the end of your exam there may be a short waiting time while you wait for the invigilator to tell you to print out your answers.

Once printed you must check that all pages have been given to you/collected from the printer. You must then sign under the very last word to indicate that your exam script is complete. If you have an empty blank page, this too must be signed and enclosed within your exam script.

If “page # of page #” for example page 2 of 8 is not printed at the bottom of each page you **MUST** write this on every page, before handing in your script to the invigilator. If this is not done, the risk of parts of your script going missing will increase.

## DURING THE EXAM

**The School employs external invigilators, and they must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies.**

**Please always follow their instructions in the exam venue.**

You will be under exam conditions as soon as you enter the exam venue.

Once seated

- **Check that you have the correct examination paper in front of you – check the subject and the tier.**
- **Alert the invigilator immediately if you have been given the wrong paper.**
- **Read all the information on the front of your exam as this may give you advice on which questions to answer.**
- Listen very carefully to any notices read to you – there may be amendments to the public exam paper which you need to know about.
- Do not start writing anything until the announcement/invigilator tells you to fill in all the details required on the front of the question paper and/ or the answer booklet.
- You are responsible for knowing the length of your exam. (This can be found on the front cover of your exam script.) Please ensure that you read the correct exam end times displayed on the board as there may be many exams being conducted within the exam venue.

Completing the exam

- It is good practice to look over the entire exam paper before you attempt to answer any questions but use your exam time wisely.
- Remember to write your answers within the designated sections of the answer booklet.
- We cannot distribute any “rough paper”; please do your rough work on the proper exam stationery. Cross it through at the end and hand it in with your answers.
- During your exam you may need extra answer booklets. Please ensure you complete your name on the additional booklet and indicate which question you are continuing to answer. These extra booklets can only be given out as you need them; they cannot be given out at the start of the exam.

Your conduct in the exam hall

- **Communication of any kind, verbal or non-verbal is not allowed within exam rooms.** Breaches of this may result in your paper being disqualified.
- You must not turn around to look behind you, as it might be perceived by the invigilators as an attempt to communicate.
- Never call out. If you need assistance, raise your hand, and wait patiently until an invigilator can help you
- Please ensure you visit the toilet before you enter the exam venue. You will be allowed to visit the toilet during the exam but only after the first 30 minutes and not during the last 30 minutes of your exam. **Note that if you take a toilet break, you will not be given a time allowance, so will be losing time to complete your exam.**

**If you have any problems or concerns during the exam, it is very important that you alert the invigilator immediately so that we can try and address them whilst your exam is in session. Sometimes we may need to contact the exam board whilst you are present to explain any issues to them and act upon their advice. It will be difficult to rectify any problems once you have left the exam venue.**

Advice and assistance

- If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- Put up your hand during the exam if:
  - (a) you have a problem and are in doubt about what you should do;
  - (b) you do not feel well
  - (c) you need additional answer book/sheets.
- You must not ask for, and will not be given, any explanation of the question

When you have finished your exam

- You will not be allowed to leave the examination room if you have finished your exam early, only after the allocated time has expired. Please use this time to check that you have answered all the relevant questions and check your answers.

At the end of the exam

- If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
- Do not take any exam stationery out of the exam room; this includes the question paper, answer booklets (used or unused).
- You must remain seated in silence until asked to leave.
- **When leaving the examination room, you must leave the exam room in silence and show consideration to other candidates who may still be working.**

## Fire alarms

- If the **fire alarm** sounds during an examination, please stop writing, the invigilators will tell you what to do. Do not panic.

If the room is to be evacuated.

- Leave everything on your desk.
- Leave **in silence**.
- You will be escorted to the designated assembly point at the far side of the sports field. You will not assemble with your form or year group.
- **Do not attempt to communicate with anyone** during the evacuation.
- On your return to the exam room you must wait until the invigilator gives the instruction that you may resume writing.
- You will be allowed the full working time for the examination, and a report will be sent to the awarding body detailing the incident.
- **Anyone caught talking during the evacuation will be reported to the exam board and your paper may be disqualified.**

## SPECIAL CONSIDERATION

Special consideration is a post-examination adjustment to a student's mark or grade to reflect temporary injury, illness, or other indisposition at the time of the examination/assessment, which has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate their level of attainment in an assessment.

**Which candidates will be eligible for special consideration?**

This chapter outlines the criteria for candidates to be eligible for special consideration.

**In Summary:**

- Criteria where candidates are eligible include:**
  - Temporary illness at the time of assessment
  - A recent bereavement in the immediate family
  - Domestic crisis
  - A serious disturbance in the examination
  - Accidents during the examination
  - International sporting commitments on the day of the assessment
  - A lack of approved access arrangements in place.
- Criteria that are not eligible for special consideration include:**
  - Long-term illness
  - A bereavement occurring more than six months before the assessment, unless it is an anniversary or there are ongoing implications
  - Domestic inconvenience
  - Minor disturbance in the examination by another candidate
  - The consequences of committing a crime, taking alcohol or recreational drugs
  - The consequences of disobeying the centre's internal regulations
  - The failure of the centre to prepare candidates properly for the examination
  - Quality of teaching, staff shortages, planned building work or lack of facilities
  - Misreading the timetable and/or failing to attend the examination at the right time and in the right place
  - Misreading the instructions on the question paper
  - Making personal arrangements such as a wedding or holiday arrangements on the day of examination
  - Submitting no coursework or non-examination assessment at all
  - Missing all examinations and internally assessed components/units
  - Failure to cover the course because of joining the class partway through
  - A disability or learning difficulties
  - Failure by the centre to process access arrangements by the published deadline.

## NOTIFICATION OF RESULTS

Results will be available online and for collection from school on Thursday 13th August for A Level, and Thursday 20<sup>th</sup> August for GCSE. Please note for Cambridge International results you will be notified nearer the time of when these results will be released to you. You will receive a Statement of Results which will provide proof of your provisional results and can be used for any educational establishment. Staff will be present in school on these days to support you in the library.

## ENQUIRIES ABOUT RESULTS

If you believe your examination paper has been incorrectly marked, you may ask for an Enquiry (re-view). The first step is to contact the Head of Department of the subject concerned. They will have information about the individual (paper) component marks or grades and can advise you whether an enquiry is a sensible option. Following an enquiry, marks and grades may be **confirmed, raised, or lowered**. If your university place depends on your script being reviewed, you must request a **Priority Review**.

If you wish to have your exam reviewed after the publication of your results, or wish to request a copy of your paper, the appropriate form can be found on Firefly.

<https://emanuel.fireflycloud.net/examinations/results>

Full information about results days and post-results enquiries will be sent to you at the end of the exams season, next term.

## CERTIFICATES

You will be notified by the school when certificates are available. This will usually be in December. Certificates will be distributed by form tutors or available for collection to those who have left school.

If you find any discrepancies in your certificates, you must alert the Exams Officer as soon as possible. The certificate will be returned to the Examination Board for re-issue.

The School is only obliged to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time (or they lose their certificate) they can only be replaced by direct application to the appropriate examination board for a fee.

In the past, students have requested certificates/results many years after they have left Emanuel as they are often requested by employers. Emanuel School are not given copies of these certificates. You are therefore urged to keep your certificates (and results) in a safe place.



# APPENDICES



# MAIN ROOM PLANS

## HAMPDEN HALL

STAGE									
	1	2	3	4	5	6	7	8	9
1	1	28	29	56	57	84	85	111	112
2	2	27	30	55	58	83	86	110	113
3	3	26	31	54	59	82	87	109	114
4	4	25	32	53	60	81	88	108	115
5	5	24	33	52	61	80	89	107	116
6	6	23	34	51	62	79	90	106	117
7	7	22	35	50	63	78	91	105	118
8	8	21	36	49	64	77	92	104	119
9	9	20	37	48	65	76	93	103	120
10	10	19	38	47	66	75	94	102	121
11	11	18	39	46	67	74	95	101	122
12	12	17	40	45	68	73	96	100	123
13	13	16	41	44	69	72	97	99	124
14	14	15	42	43	70	71	98		

## D HALL (D'BLOCK)

		FRONT			
		4	3	2	1
DOOR	1	24	13	12	1
	2	23	14	11	2
	3	22	15	10	3
	4	21	16	9	4
	5	20	17	8	5
	6	19	18	7	6

### D3

FRONT					
1	2	3	4	5	
1	6	7	12	13	1
2	5	8	11	14	2
3	4	9	10	15	3

DOOR

### D4,D5

FRONT						
		5	4	3	2	1
DOOR	1	13	12	7	6	1
	2	14	11	8	5	2
	3	15	10	9	4	3

