

Our ref SW/TF  
26 March 2018

Dear Parent/Carer

Please find attached the final Summer Examination Timetable for the Summer 2018 Examinations. The timetable shows the examination dates, times, and length in minutes for each examination.

As study leave is now prohibited, all students will already be present in school for the whole of the 2018 exam season. This letter is being provided for your information and to ensure punctuality to the morning sessions. This timetable may also help with any revision planning.

If candidates usual exams are in the HALL they should assemble at the outside back door of the Hall **15 minutes before the start** of the exam.

If students are in an alternative room to the above, they should assemble in the foyer near the Music Room and wait to be directed by a member of staff.

Year 11 Candidates should arrive for their examinations in **FULL** school uniform at the following times:

MORNING EXAMINATION	<b><u>NO LATER THAN</u></b> 8.45 am
AFTERNOON EXAMINATION	<b><u>NO LATER THAN</u></b> 12.45 pm

**ALL** Morning examinations commence at 9.00 am      Candidates will be officially registered at the start of the exam.

**ALL** Afternoon examinations commence at 1.00 pm      Candidates will be officially registered at the start of the exam.

All Candidates are reminded that the GCSEs are Public Examinations, and as such are subject to strict rules and regulations set by the Exam Boards, details of these regulations are attached and should be read carefully. However, Candidates should be mindful that they could be turned away from an examination for the following:

- NOT WEARING SCHOOL UNIFORM
- LATE ARRIVAL AFTER THE OFFICIAL CUT OFF TIME FOR LATE ARRIVAL

UNDER NO CIRCUMSTANCES should Candidates have MOBILE PHONES, MP3 PLAYERS, IPODS, IWATCHES or any other electrical equipment on their person. Any items should be switched off and left in Candidates bags in the holding room L10 which will be locked for the duration of each exam.

If you have any query regarding any of the entries on the timetable, please see your subject teacher in the first instance or contact Mrs Worrell on 01472 328434.

Yours sincerely

*S Worrell*

Mrs S Worrell  
Data, Exams and Cover Manager