

Thursday 22nd March 2018

Dear Parent/Carer,

Today we have given your child 2 copies of their summer 2018 exam timetable on bright pink paper.

It is of the utmost importance that one is kept in a prominent place for you and your child to see at home and the other is kept by them, so that they arrive for each exam on time.

On the reverse of their exam timetable is the JCQ (Joint Council for Qualifications) Information for candidates. All students sitting exams must be thoroughly familiar with all the information on this document.

TIMING OF EXAMS

Please ensure your child arrives promptly for their exam, allowing time to go to the toilet and put their belongings in their locker beforehand. They must not be late, and may risk disqualification if they are not on time for their exam.

Please note that most of the afternoon exams start at 1.00pm, in order to cause minimum disruption to the school day. However, we have had to change the start time to 1.15pm or 1.30pm for a number of exams in order to remain in line with JCQ regulations. PLEASE ENSURE YOUR CHILD KNOWS WHAT TIME EACH EXAM STARTS AT.

Your child must attend all their exams. If your child does not attend an exam you will be charged the cost and they may not receive their qualification.

Please note that some exams will finish after 3.00pm if they are a long exam or if your child is entitled to extra time.

BEHAVIOUR

Exam conditions start the moment your child enters the exam room until they leave. They must not communicate in any way with other candidates. Please ensure they fully understand this and conduct themselves accordingly, as failure to comply may result in disqualification. If there is a problem, they must raise their hand and speak to an invigilator.

UNIFORM

Full school uniform must be worn for each exam.

MOBILE PHONES/WATCHES/BELONGINGS

Watches and phones **ARE NOT** permitted in the exam room. If a candidate's phone or smart watch is found on them during an exam (even if it is turned off), we have no alternative but to inform the exam board and consequently this could lead to a student being disqualified from obtaining their qualifications. Should students need to bring a mobile phone or watch, then they should either leave it switched off in their coat or bag or alternatively they should hand it to one of the invigilators before coming in to the exam room.

FOOD/DRINK

Students are not permitted to take food into the exam room. However, students may bring water in a clear, see-through bottle, if they wish. The label must have been removed.

INFORMATION/UPDATES

There is a section about exams on our website, which includes details about results day and certificates. **Results day will be 10.00am – 12 noon on Thursday 23rd August 2018.**

Yours sincerely

Rachel Fawcett
Exams Officer