



10 April 2019

Dear Parent/Guardian

Your child will be sitting exams in the Summer 2019 examination series.

I have enclosed the following documents:

- Your child's exam timetable for Summer 2019
- Exam rules and regulations
- Check list to confirm that you have read and understood the JCQ notices and examination handbook.

Please note: JCQ notices and examination handbook are available on school website. Please contact the Exams Officer if you have problem accessing them.

Please could you familiarise yourselves with these documents and return the attached check list by the **12th April 2019**.

Please check that your child's name and date of birth are correct on the exam timetable. If they are not, please notify the Exams Officer immediately. Mistakes that are not corrected at this stage could mean that certificates are printed incorrectly. School is not liable for the cost of changing name and reprinting certificate.

Under the JCQ rules, the **exam must take place on the date and time** specified on the timetable. Please note that any classroom-based exams will not appear on this timetable and your child will be notified of these separately by the relevant teacher.

Morning exams start at 9.15am, and afternoon exams start at 1.15pm. Your child **must line up outside the exam room at least 15 minutes prior** to the start time.

During the exam season, candidates are expected to attend school at the usual time and in full uniform. If your child is unable to attend, please contact school at the beginning of the day to let us know. A seating list is displayed for each exam and **it is vital that your child sits at the allocated desk** as per the exam regulations. Please note that all students are expected to remain in the exam room for the duration of the exam.

Please encourage your child to leave any mobile phones or other electronic devices, **including smart watches**, at home on an exam day. If they must bring them to school, the devices must be switched off and handed to an invigilator on the way into the exam room.

If your child is found in possession of a mobile phone or electronic device during an exam, we are obliged to notify the exam board. As a result exam papers may be disqualified, resulting in a lower or no overall grade for that subject.

We also have a no tolerance policy for misbehaviour in exam rooms. Students who are not following the regulations will be removed from exam room and exam boards will be notified.

If you have any concerns regarding these arrangements, please do not hesitate to contact me. I would like to take this opportunity to wish your child every success in their exams.

Yours sincerely

Mrs Anna Kalis
Exams Officer

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