

Our Ref: 039/15

May 2015

Dear Parent/Carer

**YEAR ELEVEN EXAMINATIONS MAY/JUNE 2015**

The venue for all examinations is the New Exam Room unless otherwise indicated. Candidates should assemble in the covered way at the following times:-

<b>A.M. Exams</b>	<b>8.45 a.m.</b>	<b>P.M. Exams</b>	<b>12.45 p.m.</b>
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Seating plans and exam candidate numbers will be displayed on the exam notice board prior to each exam session and students will be expected to know their seat number and candidate number for each exam. The seat number may be different for each exam, the candidate number will remain the same.

**Students should be equipped with black pen (+ spare), pencil (+ spare), ruler, rubber, angle-measurer, compasses, and a calculator. These must be contained in a CLEAR pencil case or plastic bag.**

Pens, pencils, rulers, compasses, circular angle measurers (protractors) and calculators can be purchased in school from the maths department prior to the start of study leave. A **BLACK** biro is now compulsory for all exams since papers are scanned by the exam boards and marked on line by examiners.

Please ensure your son is fully equipped for all his examinations, and that he arrives on time.

**Mobile phones, personal TVs/stereo's, Ipods, and MP3 players are not permitted in the Examination Hall. Any of the above discovered will lead to cancellation of the marks for that paper. Examination Boards invariably take drastic action against students who break these rules. Students have failed GCSE for this reason. Please impress this upon your son.**

**School cannot accept responsibility for the safe-keeping of any equipment if brought into an examination or left in the cloakroom.**

**Your son has been given his individual exam timetable but a copy of the complete GCSE timetable is on the school website.**

**GCSE Results can be collected from the main school hall on Thursday 20<sup>th</sup> August from 9.00am.**

Please note, your son should make arrangements to collect his GCSE Certificates in early December as we are not allowed to post these out.

Yours sincerely

J S Lightfoot  
Head of Year

J Anders  
Examination Officer