

Our Ref: 141/15

October 2015

Dear Parent/Carer

**Year 11 Progress Examinations – November 2015**

The venue for all examinations is the **new Exam Room** unless otherwise indicated. Lists of individual seat numbers for each exam will be displayed on the exam notice board in the covered way prior to each exam. Candidates should be seated in their allocated place by the following times:

<b>After break</b>	<b>for morning exams</b>	<b>(exceptions to these times are marked on the timetable overleaf).</b>
<b>1.15 p.m.</b>	<b>for afternoon exams</b>	

Between **Monday 9<sup>th</sup> November and Friday 20<sup>th</sup> November**, students will be expected to attend normal lessons when they do not have an examination. They should make sure they attend registration in the morning in their form room. If they have an examination in the afternoon they should go to the exam room immediately after lunch. They will be registered there.

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

**Mobile phones, personal tvs/stereo's, I pods, 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. Last year some students failed GCSE for this reason. Please impress this upon your son. Students are advised to leave mobile phones at home as we cannot be responsible for any left unattended in bags or coats.**

Yours sincerely

**R. Kingston**  
**Head of Year**

**J Anders**  
**Examination Officer**