

Ref:093/19

September 2019

Dear Parent/Carer

Year 11 Progress Examinations – November 2019

The venue for all examinations is the **Drama Hall** 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:

After Break for morning exams

(exceptions to these times are marked on the timetable overleaf).

Immediately after lunch for afternoon exams

We try to finish exams by 3.15 pm but please be aware that this is not always possible and your son could be up to 15 minutes later leaving school on some days.

Between **Monday 4th November and Friday 15th November**, students will be expected to attend normal lessons when they do not have an examination. For exams which start at 9am registration will be in the exam room. If students 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, ipods, MP3/4 players, smartwatches or potential technological/web enabled sources of information 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 their safekeeping.

Yours sincerely

Mr R Kingston
Head of Year

Mrs J Anders
Examination Officer