

Dear Parent/Carers

Year 10 Examinations from Monday 23rd April 2018

I am writing to advise that the Year 10 examinations are due to begin on 23rd April 2018 and I have attached the examination timetable.

Can you please go through the timetable with your son/daughter to ensure that he/she knows exactly when and where he/she needs to attend.

The examinations will start at 08:45 and students will need to be in school by 08:30. When a student does not have an examination in a session, they are required to attend normal lessons. This information will also be on their individual timetable which will be given out nearer to their examinations. If they are not able to attend due to illness, please contact the school to report their absence.

Students will need to check with subject staff if they need clarification about an examination. Examinations will take place in the Main Hall, Sports Hall and ATC Hut. Individual seating arrangements for each examination will be issued to every student and if seating arrangements need to be checked, students should go to the examinations office.

The School places great emphasis on conduct in examinations and we trust that we can rely on your support throughout this most important time. We would be grateful if you could go through the following with your son/daughter:

- Candidates will be given a timetable with room/seat number info – **please do not lose it!**
- Candidates to be outside exam room at least 15 minutes before the start of an exam.
- Phones to be switched off prior to entering exam hall ensuring all alarms are disabled too.
- Candidates to hand in all phones, tablets, i-watches or similar and laptops. None of these items are to be left in bags within the hall. They must all be switched off. Numbered wallets are provided which the phones should be put into.
- Candidates do not talk once in the exam hall – they should raise their hand if they have a question for an invigilator.
- Candidates should check they have got the paper and tier they are expecting. It is the candidate's responsibility to check.
- For the mock exams students should write their set number and teacher's name on the paper.
- Candidates should write in black ink. Students should ensure that they have all necessary equipment with them (maths equipment and calculators for maths and science exams).
- Candidates must not switch their phones on or talk to anyone until they leave the exam hall.
- Candidates who have been identified as having exam access arrangements will meet with the exams officer prior to the exams to have them explained to them.

Any questions or queries that you have should be directed to subject staff where appropriate or for more general queries you can contact me at the School.

Yours faithfully

Miss Michelle Jaggs
Head of Year 10