

Monday, 15th March, 2010.

Dear Parents and Students

As the GCSE exam period is fast approaching, I am writing to give you some information about our exam procedures. Please find a copy of the exam timetable enclosed. Study leave begins on Monday, 17th May, the week in which the written exams start. The French and Spanish speaking exams will take place prior to this (see timetable) and each student will be given his or her individual timeslot by Mrs. Bornand or Mrs. Eastwood.

Staff will be available to give advice or help at school during the exam period but please ring ahead and make an appointment to see them at a mutually convenient time.

On exam days we ask the students to be here at 8.30 for a morning exam and 1.00 for an afternoon exam, in normal uniform. The students should meet in their form rooms, from where they will be collected and escorted to the exam rooms. Please make sure you are here on time as there is nothing worse than a last minute rush when you may already be feeling nervous. The exam boards do permit students who are late to take the exam, but depending on the degree of lateness we are asked to warn the students that their exam papers may not be accepted. If you arrive after the published finishing time the exam boards will not permit you to take the exam.

The students need to arrive properly equipped for the exams. Pencil cases should be see through (a clear plastic bag will do). Only black pens are allowed so have plenty of spares. Calculators should be brought without lids or instruction leaflets. Please ensure that you have any other items that you may need such as pencils, sharpeners, maths equipment, etc. It is imperative that you do not bring your mobile phone into the exam room as this is likely to result in disqualification. Phones should be locked away in your locker or handed to your form teacher for safe-keeping.

If you suffer from illness, injury or bereavement during the exam period, you need to contact school straight away. In the case of illness or injury please send in a letter from your doctor. If you have broken your arm we can provide a scribe. We will notify the exam boards of any adverse circumstances you may have to sit the exams under.

Results Day is Tuesday 24th August. Results will be available for collection between 10.00 – 12.00 a.m. from Ashdell House. If you are away on holiday at the time, please let me know and I will send them on by post. Please do not hesitate to get in touch if you have any queries.

Yours sincerely

Julia Briddock (Exams Officer)

