

April 2019

Dear Student



GCSE EXAMINATIONS FOR YEAR 11

Please find attached your Examination Timetable for Summer 2019.

Please check your entries carefully and come and see me immediately if you feel you have been entered incorrectly into any subject or you have a subject/paper missing.

Some students may have two examinations starting at the same time on the same day. Please do not worry as you will be contacted at a later date to explain which examination you will sit first on that day.

The registration list with your seating number will be shown outside the examination room.

Please note the following points for all examinations:

- You must arrive at 8.50am for morning exams (9.00start).
- You must arrive at 1.05pm for afternoon exams (1.15pm start).
- You must be in full school uniform.
- You must follow all normal school rules.
- Your pockets must be empty.
- You must bring the correct equipment for each examination with you. This will include: **black pens**, pencils, rubbers, ruler, scientific calculator, compass, protractor and coloured pencils. These items should be kept in a **clear** pencil case.
- You will not be allowed any food or drink in the examinations rooms, except for water in a **clear** bottle with the label removed. Chewing gum is not allowed.
- **You must have in your bag or hand in** mobile phones, wrist watches of any kind, smart watches, MP3 players, earphones and other electronic equipment. These items must be switched off.

Please read the Information booklet attached.

If you think you may be absent due to sickness/travel delay for any examination you must inform the school immediately by call CPP on 01256 868600.

For all absences of illness, all examination bodies require a medical certificate. Without this certificate special arrangements cannot be requested from the examination boards meaning you will have failed to sit the examination and not receive a grade.

Please note: Only serious conditions will be considered by the examination boards.

As you are aware attendance is important at this vital time and may we remind you that if you miss an exam your parents are at risk of being issued with a Penalty Notice and may also incur the costs of the examination entries.

The awarding bodies have designated **Wednesday 26 June 2019** as a 'contingency day' for examinations. This is consistent with the qualification regulators' document Exam system contingency plan: England, Wales and Northern Ireland - <https://www.gov.uk/government/publications/examsystem-contingency-plan-england-wales-and-northern-ireland>

The designation of a 'contingency day' within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.

Candidates must remain available until Wednesday 26 June 2019 should an awarding body need to invoke its contingency plan.

If you or your parent/carer would like to discuss your timetable or any of the information above, please come and see me in the examination office or telephone me on 01256 868638.

Yours faithfully,

Mrs J. Butland
Examinations Officer