



WEST KIRBY GRAMMAR SCHOOL

Graham Road, West Kirby, Wirral CH48 5DP

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18 January 2017

Dear Parents/Guardians

GCE ENTRIES SUMMER 2017

Your daughter/son/ward has been entered for the subjects listed on her/his External Examination Timetable. Students have been asked to check their timetables very carefully (including correct names and spellings) and report any queries to the Examinations Office immediately. Candidates who are absent from an examination for any reason other than illness (**Doctor's note required**) will be expected to pay the examination entry fee. The maximum cost per GCE entry is £98.69.

Examinations start at 9.15am and 1.30pm. Students who arrive late for an examination will be reported to the Awarding Body concerned who will then make the decision as to whether the paper shall be marked or not. **Examinations can only be taken at the scheduled time.** However, where there is more than one exam timetabled at the same time, students will usually sit one exam followed by another. A short break between these exams will be offered.

Radio communication devices, including mobile phones, iPods, iatches and MP3 players must not be taken into the examination rooms. Infringement of this regulation could result in disqualification. Arrangements are made for the above devices to be stored securely. The school is required by the Examination Boards to report any incidences of mobile phones etc being in a candidate's possession or ringing during an examination.

I should be obliged if you would complete and return the attached slip to confirm you have received the Examination Timetable.

Yours sincerely

A Duffy (Mrs)
Headteacher

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Please return slip to your daughter's/son's/ward's form teacher by Friday 27th January 2017:

Confirmation of receipt of GCE External Examination Timetable – SUMMER 2017

Student's name:..... Candidate No.....: Form:.....

I confirm receipt of my daughter's/son's/ward's Examination Timetable.

Parent/Guardian signature:.....Date.....