

18 JANUARY 2017

TO: Students and Parents

The Summer 2017 'Provisional' timetables have been issued and students have been advised the following:

RE: PROVISIONAL EXTERNAL EXAM TIMETABLES – SUMMER 2017

- PLEASE CHECK YOUR DETAILS VERY CAREFULLY INCLUDING SPELLINGS, DATE OF BIRTH AND THE NAME THAT WILL APPEAR ON YOUR CERTIFICATES. YOU SHOULD ALSO CHECK YOUR UNIT ENTRIES.
- DON'T WORRY IF YOU HAVE ONE OR MORE EXAMS TIMETABLED AT THE SAME TIME. EXAM CLASHES HAVE YET TO BE RESOLVED AND YOU WILL BE CONTACTED ONCE THEY HAVE BEEN.
- USUALLY WHERE ONE OR MORE EXAMS ARE SCHEDULED AT THE SAME TIME AND THE TOTAL COMBINED LENGTH IS LESS THAN 3 HOURS, ONE WILL FOLLOW AFTER THE OTHER AND A SHORT BREAK BETWEEN EACH EXAM MAY BE OFFERED.
- WHERE THE COMBINED EXAMS TOTAL MORE THAN 3 HOURS IN LENGTH, ONE EXAM WILL BE RESCHEDULED TO EITHER AN EARLIER OR LATER SESSION ON THE SAME DAY AND STUDENTS WILL REMAIN UNDER STRICT SUPERVISION BETWEEN EACH EXAM. ON THESE OCCASSIONS, IT IS BEST TO BRING IN A PACKED LUNCH FROM HOME. ALTERNATIVELY, YOU WILL BE ESCORTED TO THE CANTEEN SHOULD YOU NEED TO COLLECT YOUR LUNCH FROM THERE (IT'S A GOOD IDEA TO ORDER A SANDWICH ETC EARLY THAT DAY).
- YOU SHOULD REPORT ANY QUERIES TO THE EXAMINATIONS OFFICE ASAP.
- IMPORTANT **JCQ** EXAM STUDENT DOCUMENTS CAN BE FOUND ON THE SCHOOL'S WEBSITE, PLEASE TAKE THE TIME TO READ THEM BEFORE YOUR EXAMS COMMENCE.

ENTRIES WILL NOT BE SUBMITTED TO THE EXAM BOARDS UNTIL THE SIGNED PARENTAL REPLY SLIP AT THE BOTTOM OF THE LETTER HAS BEEN RECEIVED BY YOUR FORM TEACHER.

THANK YOU

D HILL-JONES
EXAMINATIONS MANAGER