May 2015

Our Ref: 2014/108

**To the Parents/Carers of Year 10 students**

Dear Parent/Carer

I would like to draw your attention to the following important information:

**Examinations: 11 May – 24 June 2015**

All Year 10 students will have end of year examinations taking place from 15 May–22 June 2015.

**External Summer Examinations 2015**

During the last week of Term 4 a number of students have been entered for a Cambridge National ICT examination which is confirmed to take place on Wednesday 13 May at 9:30 am.

Further examinations will be taking place during the May break and in order to comply with JCQ examination regulations your child **MUST** report to College and register by the time shown for each day**.** Any lateness of any kind could risk your child not being allowed to sit the examination or the paper being disqualified.

 **Register (no later)**

Monday 19 May GCSE English Literature **9:00 am**

Wednesday 20 May GCE AS Statistics **8:30 am**

Friday 22 May GCSE English Literature **9:00 am**

 A copy of their Final Individual Examination timetable is enclosed for your information.

Please remind your child that college dress must be worn at all times and there are no catering facilities available for students during Inset week, other than the vending machines.

**Regulations and Guidance for Candidates**

An electronic version of this guidance will be sent to all students and a copy is available from the College website. It is the responsibility of all students to familiarise themselves with these, as failure to abide by these regulations could result in disqualification. In particular students **must not** have a mobile telephone or any other form of electronic communication or recording device on or about their person during an examination. Any student in possession of such a device is liable to be in breach of Examination Board Regulations, and could face disqualification from that and all other examinations.

The importance of appropriate behaviour during examinations will be re-emphasised with students. Any student who does not behave appropriately will run the risk of forfeiting all examinations.

Thank you for your continuing support.

Yours sincerely



Mrs E A Coffey

Principal