



*Church of England School*  
 Headteacher: Mr A J Wilcock MA (Cantab)

23rd November 2017

Dear Parent/Carer,

**Year 11 Internal Examinations: Monday 11th December – Tuesday 19<sup>th</sup> December 2017**

The Internal Examinations, with the exception of Art and MFL Speaking/Listening, take place between the above mentioned dates. The dates are inclusive and the students have each received a copy of their timetable.

During the period of the examinations we expect your son/daughter to attend school as normal – there is no provision for “study leave”. Students should attend lessons as normal when they are not in an exam.

These exams are conducted under the same conditions as the External Exams and I would emphasise the following:

- Students should arrive in good time to deposit bags/coats etc, in their lockers and be lined up on the patio area in front of the Drama Barn to register by **8.30am** at the latest. Registration for the 11:00am exams will be at **10:50am**, the afternoon exams are registered at **1:30pm**.
- Exams will start promptly, candidates who are late will not be allowed to make up lost time.
- Candidates may only miss an examination for illness supported by a doctor’s certificate. A resit will only be offered to students who produce such a certificate. Please remember that Internal Exam results are one of the factors used to decide on examination entries for next summer.
- Strict examination rules will apply throughout the examination period. This includes **not taking mobile phones or watches** into the examination room.
- Students should bring all necessary equipment in a clear plastic bag or pencil case (black pens/pencils/rulers and calculators where appropriate). Spare equipment will NOT be available.
- One clear, unlabelled bottle of water is permitted – this must have a sports cap to avoid spillage.
- Bags must not be brought to the Sports Hall as there is no place to store them.
- Correct and appropriate uniform must be worn at all times. Failure to do so may result in a student being sent home to change. If this is the case, no extra time will be allocated.



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Results from these exams will be available on the Thursday 18<sup>th</sup> January 2018 at the Year 11 Parents Evening.

These exams are conducted in line with the rules and regulations operated by the Examining Boards, copies of which are available on the school website. Please contact the Exams Office should you require any clarification or in the case of a problem on the day of an exam.

The school wishes every success to all students in these exams.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'S Harding', written in a cursive style.

**Mrs S Harding**  
**Exams Officer**