



Church of England School  
Head of School: Mrs N J Adamson MA NPQH

13<sup>th</sup> December 2018

Dear Parent/Carer,

### Sixth Form January Assessments 2019

Please find the timetable for the Year 12 and Year 13 January Assessments which will take place from the **7<sup>th</sup> - 11<sup>th</sup> January**.

**On Monday 7<sup>th</sup> January, all students (except those in Year 13 studying Art or Photography) need to be in their lessons as usual.**

From Tuesday 8<sup>th</sup> to Friday 11<sup>th</sup> January, students only need to be in school for their relevant examinations; however, they are welcome to use the study facilities in school.

Students must recognise the importance of these examinations as they aid in measuring the progress they are making and help teachers identify areas of strength and weakness to allow effective support in the build up to the summer examinations.

We would like to emphasise the following:

- Exams are scheduled to take place in the Main Hall and students must arrive 10 minutes before the start of their exam in order to be registered
- 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
- Strict examination rules will apply throughout the examination period. This includes not taking Mobile Phones into the Examination Room
- Students should bring all necessary equipment (black pens/pencils/rulers and calculators where appropriate). Spare equipment will NOT be available
- Bags must not be brought to the Hall as there is no place to store them
- Students should be appropriately dressed in accordance with the Sixth Form dress code and **must** have their lanyard.

Failure to meet these requirements could result in students being unable to sit their exams.

We wish all students the best of luck for these examinations.

If you have any questions about the process or timetable, please do not hesitate to contact us.

Yours faithfully,

**Mr B Aitken**  
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