

14 April 2016

Arrangements for external examinations, Years 11, 12 and 13

Dear Parent/Carer

Attached to this email please find the individual examination timetable for your son/daughter's summer examinations. Students will receive a final version containing seating arrangements during the next two weeks.

- There are a small number of clashes which will be individually resolved with students concerned, but in the majority of cases clash exams will be taken consecutively in the same exam sessions.
- Students with Access Arrangements will be given specific information on rooming in their final timetables, but the majority of examinations will take place in the Sports Hall.
- Year 11 students must wear full and correct uniform throughout the examinations period.
- Students are expected to come prepared for the examinations with items of necessary equipment, specifically black pens, mathematical instruments, calculators etc., in clear plastic bags/pencil cases.
- Electronic items of any type **may not** be worn or brought into the exam room; this includes mobile phones, mp3/4 players or similar and Smart watches.
- Students may bring bottles of water to drink but all labels must be removed beforehand.
- Should a student be ill or delayed for a valid reason when their exam is on, please contact the Exams office on 01480 223354; medical certificates or other evidence will be required.

Timings

All morning exams begin at 9.00 and afternoon exams begin at 1.15. Students must be present at least 10 minutes before the start time in order to ensure a prompt and orderly start. Senior staff will be available in the New Gym from 8.30am to provide water and healthy snacks prior to the morning examinations.

Change to the structure of the school day during the examinations period:

Tuesday 3rd May - Friday 24th June - lunchtimes will be earlier, from 12.20 to 1.00pm. There will be 3 lessons in the morning and two lessons in the afternoon. This has been done in order to ensure quiet conditions for the afternoon exams.

Until study leave begins (Half term for Year 11), students will be required to be in lessons throughout the school day and should ensure that they are registered by form tutors before coming to the examination rooms.

After half term, Year 11 students will be expected to attend all lessons for subjects for which they have still to sit an examination and must ensure that they are signed in whenever they are on the premises. Further information on planned revision sessions will be sent during the next two weeks.

Results dates

GCE AS and A2, L3 Btec and Cambridge Technicals: Thursday August 18th
GCSE, Btec and Cambridge Nationals: Thursday August 25th.

Should you have any concerns or enquiries regarding the above arrangements, please feel free to contact Mrs Carpenter by telephone (01480223354) or by email: mcarpenter@snlp.org.uk
I wish all students and parents the best of luck for the exams period.

Yours Sincerely

Mrs M Carpenter
Partnership Examinations Manager
St Neots Learning Partnership