



24 April 2024

Dear Parents/Carers,

### **Summer Examination Timetable – Year 11 - 2024**

Your son/daughter's summer exam time table which has been produced by school software, can now be found on MCAS under exam timetables. Students will be provided with a hard copy.

Students should check these carefully to make sure that all examination entries are on the timetable, report any problems to either the subject teacher or myself immediately. All desks will be labelled, and a seating plan will be posted outside the Examination Room before the start of the exam.

Morning examinations (am) begin at 9.00am and afternoon (pm) at 1.30pm, **unless otherwise stated**. Any timetable clashes will be noted.

Please find enclosed:

- a JCQ 'information to candidates – written examination'
- a JCQ 'warning to candidates' poster
- a JCQ 'No unauthorised items' poster

There is additional exam information that can be found on our school website. Please take some time to read all of the documentation, making a note of the start time and location of each examination. Students should assemble outside the exam room 10 minutes before the examination begins.

All students are required to bring their own equipment in a clear plastic pencil case. Full examination procedures will be followed. This means:

- Usual school uniform dress code
- No mobile telephones or other data sources allowed in the exam room
- Watches of any kind are not allowed in the exam room
- To bring a black pen (and a working spare), pencil, ruler and eraser
- Any water bottles should be clear with the label removed

Students must attend all examinations listed on their timetable. Misreading the timetable will not be accepted as a satisfactory explanation for absence. The cost of any missed examinations without a letter from a GP will be invoiced.

Please let us know immediately if you have any queries about the examinations that your son/daughter has been entered for. We would like to take this opportunity to wish students every success.

Yours sincerely

Mrs M Neaves  
Senior Examinations and Data Manager

*A member of Swale Academies Trust*

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Executive Headteacher: Mrs N Hodges BA (Hons) MA  
Head of School: Mr L Downey BSc (Hons)