

December 2014

Dear Parent(s)/Carer(s) and Student

Examinations January 2015 – Pre-Public Exams

Your son/daughter's personal examination Timetable is enclosed. This gives details of the date, time and room for each of their own examinations during this exam season. It is recommended that you record this information somewhere visible at home and that it is also entered into your son/daughter's homework diary.

Some key points to remember regarding individual examinations:

- Check the start time of each exam - some start earlier or later than the usual start time
- Where exams finish after 2.30pm - please ensure that your son/daughter can get home safely - school buses will not wait for exam candidates.
- Please remind your child to check the seating plans outside the Exams Office on the day of the exam to ensure that seating arrangements have not been changed.
- Remember that these exams are run under strict exam conditions. Ensure that instructions of the invigilators are followed at all times to avoid a malpractice report.
- Please make sure that your son/daughter is at school at least half an hour prior to the start of the exam in order to register, place their bags into the bag store and be outside the examination room 15 minutes before the start of the exam.

Up to date copies of the 'School Examination Timetable' and 'Exam Guidelines for Parent and Students' can be found on the school website www.scalbyschool.org.uk on the Examinations page, along with 'Guidance for the PPE's 2015'.

Yours sincerely

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