



11th January 2018

Dear Parent / Carer,

Re: Year 9 Exams

Year 9 students have been issued with timetables for the exams that they will sit in the exam halls. The schedule for these exams is detailed in the table below:

Date	Time	Exam subject
Thursday 18/01	9.00 – 10.15	Languages Fr, Gm & Sp
Thursday 18/01	1.00 – 2.15	Geography
Friday 19/01	9.00 – 10.15	History
Monday 22/01	9.00 – 10.15	English
Monday 22/01	1.00 – 2.15	Maths

In order for students to learn the rules for the conduct of exams please emphasise the points below regarding equipment and conduct:

- Spare pens and pencils – pens need to be black ink for exams. For exams pens and equipment need to be in a see through pencil case or plastic bag
- Mathematical equipment including calculator, ruler, angle measurer etc
- Bottles of water need to have labels removed
- Mobile phones cannot be taken into the exam hall – they either need to be handed in or left in bags which remain outside the exam hall.
- Students are not allowed to wear smart watches in exams and will be checked
- From the moment students enter the exam hall until the moment they leave, they are under exam conditions which means no talking or trying to attract the attention of other students
- If they need to ask for anything they need to raise their hand and wait for an invigilator to come to them. They should follow the instructions of the invigilators at all times.

Yours faithfully,

Andy Park
Deputy Headteacher