

7th February, 2011

Dear Parents/Carers,

YEARS 10 and 11 GCSE MODULAR EXAMINATIONS
Tuesday, 1st – Friday 4th March, 2011

I am writing to provide you with the timetable and **Statement of Entry** for the forthcoming GCSE Modular Examinations to be taken by Year 10 and 11 students in March.

As I am sure you are aware, these are very important examinations for the school and the students. It is essential, therefore, that students prepare thoroughly and do the very best they can. The results of these exams will provide part of the marks which will count towards the final grade at the end of the GCSE courses.

Students will be expected to attend **all** examinations in the subjects for which they have been entered. **Students will return to their timetabled lessons when the examinations have finished.** Work must be brought for the lessons studied during the rest of these days.

Students should arrive promptly to school having looked closely at the examination timetable beforehand. The duration of each examination is indicated on the timetable, as is the start time and venue. Students will be expected to line up in the P.E. Quad 10 minutes before their exam is due to start.

All year 10 and 11 students are being issued with a notice from the Joint Council for Qualifications (JCQ) covering the rules and regulations for all examinations held in the period 1 September 2010 to 31 August 2011 (see attached). The notices will also be displayed inside and outside all examination venues.

These examinations are formal GCSEs and, therefore, expectations regarding behaviour will be stringent and in accordance with JCQ Regulations. Silence must be maintained from the time of lining up to enter examination room, throughout the examination and until after they leave the examination room. All students must wear full school uniform. **Mobile phones and any other electronic equipment must be switched off and handed to the invigilator before entering the examination room.** They **must** then be collected at the end of the examination.

Please ensure that your child arrives properly equipped. They will need 2 pens (**black** ink only), a pencil, a rubber, ruler, protractor and calculator. Please note that the school is not in a position to lend out calculators to students and they are not permitted to share, so failure to bring one could **seriously disadvantage** your child. Equipment must be brought in a clear see-through pencil case or plastic bag.

If your son/daughter is unable to attend an examination due to illness, it is important that you ring the school as soon as possible to inform us of the situation.

If you have any questions or queries regarding the above examinations, please do not hesitate to contact the Examinations Officer (Mr Hall) on the school number.

Yours faithfully,

Mrs J. Smith
Deputy Head Teacher

Mr R. Hall
Examinations Officer