

15th December, 2009

Dear Parents/Carers,

YEAR 11 GCSE MODULAR EXAMINATIONS
JANUARY, 2010

I am writing to provide you with the timetable (see below) for the forthcoming GCSE Modular Examinations to be taken by some Year 11 students.

Thursday 14 th Jan.	PRODUCT DESIGN (B802/01) Practical Session 1 Duration : 3hrs START : 8.45am Room : Workshops		
Wednesday 20 th Jan.	PRODUCT DESIGN (B802/01) Practical Session 2 Duration : 3hrs START : 8.45am Room : Workshops		
Tuesday 26 th Jan.	PRODUCT DESIGN (B804/01) Duration : 1hr 30mins START : 8.45am Room : Community Arts		HEALTH & SOCIAL CARE (4871/01) Duration : 1hr 30mins START : 1.30pm Room : Community Arts

These are, as I am sure you are aware, 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 form 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 subjects for which they are 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. The venue and start time is also indicated and students must be outside the examination room 10 minutes before their exam is due to start.

Also attached are two notices from the Joint Council for Qualifications (JCQ) covering the rules and regulations for all examinations and coursework held in the period 1 September 2009 to 31 August 2010. 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 the examination room, throughout the examination and until after leaving the examination room. All students must wear full school uniform. **Mobile phones, ipods, etc., must be switched off and handed in to the invigilator before the start of each examination.** 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, and sharpener. 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. On this occasion, it is not required to provide the school with a Doctor's Certificate.

If you have any questions or queries regarding the above examinations, please do not hesitate to contact the Examination Officer (Mr Hall) on the school number or email **rhall@st-johns-epping.essex.sch.uk**.

Yours faithfully,

Ms G. Mason
Assistant Head Teacher (Examinations)

Mr R Hall
Examinations Officer