



HILL HOUSE SCHOOL

SH/vm

8 February 2019

Dear Parent/Guardian

GCE Summer Examinations (May/June 2019)

Attached is the examination timetable for the summer exams. Students have been given a printed copy of their personalised timetable, and this information is also available on the parent portal. Please ask them to check to make sure that they are entered for the correct subjects. This timetable does not include practical examinations for Languages, Music, or Art – students will be informed about these separately.

If there seem to be any clashes, students will need to see me to discuss arrangements and supervision between examinations. For access arrangements (extra time, computer reader, scribe) a plan will be drawn up and students will be informed in the Summer Term.

It is essential to check that the date of birth is correct, and that the name is your child's full legal name.

Any errors or omissions must be addressed to me by 15 February 2019 so that the correct information can be provided to the examination boards.

Final timetables will be issued in the Summer Term with seating and room information on them.

I would also like to remind you that students have to be available up to and including 26 June 2019 for any contingency arrangements that may be imposed upon us by JCQ and the exam boards.

Yours faithfully

Mr S Hirst
Examinations Officer