



## HILL HOUSE SCHOOL

SH/vm

3 May 2019

Dear Parent/Guardian

### **A Level Summer Examinations (May/June 2019) – Final Arrangements**

I am writing with some further details of the upcoming summer examination series. Your child will now have received their final examination timetable with both room information and seat numbers. Please encourage them to familiarise themselves with the start time for each examination to ensure that they are in the correct place at the correct time. To ensure that all examinations have a peaceful and orderly start we require all **students to arrive in the library 10 minutes prior to the start of each examination.**

Additionally, it would be helpful if you could reiterate to your child the reminders they have received in school regarding regulations. Specifically, the need to come fully prepared for examinations, and in school uniform. They should also be familiar with the JCQ "Information for candidates", a copy of which is on the school website under the 'Calendar/Exam Timetables' link. Mobile phones and smart watches must **NOT** be brought into the exam room and placed on the front desk – instead these must be handed in at the office. Wrist watches must be removed and placed on the desk. No bags may be brought into the exam room, they may bring in a bottle of water, but it must be in a clear bottle, with the label removed.

If your child is feeling unwell on the day of any examination, they should tell the office upon arrival, and the invigilator when entering the examination room. If they are too unwell to attend school, or running late for an exam, please phone the school for advice.

I must also remind you again 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.

Finally, please ensure your child has checked their timetable document carefully and that the date of birth is correct, and that the name is their full legal name as it should appear on their certificates

**Results day** is Thursday 15 August 2019 for A level, and Thursday 22 August 2019 for GCSE. On both days school will be open from 9am. If your child is unable to attend, they must complete a permission form to allow results to be given by telephone or collected by another person. Certificates will be available in November 2019 and should be collected from reception by the end of Michaelmas Term.

If you have any questions about examinations, please do not hesitate to contact me.

Yours faithfully

Mr S Hirst  
Examinations Officer