



## HILL HOUSE SCHOOL

SH/vm

22 November 2019

Dear Student

### **Mock Examinations (Upper Sixth)**

Attached is your examination timetable. Please check it and if there seem to be any clashes, speak to Mr Hirst. If you have access arrangements (extra time, reader, scribe) for exams, please speak to your Housemaster / Housemistress or Mrs Bent about your personalised timetable.

The first day of examinations is **Tuesday 7 January 2020** – do make sure that you are in school on time. Please avoid making appointments that would require absence from school during this week, unless they are urgent or unavoidable.

It is **your** responsibility to turn up to the correct room at the correct time. Please ask if you are unsure. You should use the toilet before an examination starts as you should not need to leave the exam room during the session unless you have a documented medical reason.

Bring the correct equipment for the examinations – BLACK pen, spare pen, calculator, other stationery. Water bottles and pencil cases must be clear, without labels. Bags must be left in cloakrooms as there is not space for these in the examination room.

Mobile phones and smart watches are not permitted in examinations – these should be switched off and stored safely out of the examination room. You must inform the teacher invigilating if you have any prohibited items, or are sitting the incorrect examination.

I have attached a copy of JCQ regulations, as we wish these mock examinations to be conducted to the same high standard as GCSE and A levels.

Yours faithfully

Mr S Hirst  
Examinations Officer