

The Hemel Hempstead School

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Letter 80

7th December 2018

Dear Parent/Carer

GCE Examinations January 2019

Please find attached your son/daughter's GCE examination timetable for January.

The timetable includes the following information, **which should be checked carefully.**

Date:	Date of examination
Start:	Start time of examination (arrival time is ten minutes before the start time)
Duration:	The length of the examination in minutes
Board:	The Awarding Body
Level:	Qualification Level
Element:	The examination for which the entry has been made
Component:	The examination paper reference

Please ensure that your son/daughter follows the checklist below and informs the Examinations Office immediately of any problems.

Student checklist:

- **If an examination has been omitted for which you expect an entry, or a mistake is found on the examination timetable, please inform the Examinations Office URGENTLY.**
- The name printed on this timetable will appear on the certificates issued by the examination boards, so this **must** be correct **and** as it appears on your birth certificate. **If there are any errors in your personal information please let me know as soon as possible.**
- Practical/coursework/oral component will not appear on this timetable. These are assessed prior to the written examinations and contribute significantly toward the final grade. **Subject teachers will keep you informed about these.**
- **You must make yourself aware of the official examination procedures and guidelines as listed on the 'Warning to Candidates', 'Notice to Candidates' and 'Mobile Phone Notice' which may be found on the Examinations section of the school website. These must be adhered to at all times whilst sitting examinations.** A summary leaflet is attached to this email.
- Remember to check the examination noticeboard (which is located outside the Examinations Office) to find out where your examination will be.
- If you are entitled to access arrangements for examinations you will be notified separately in writing.

If you have any further questions concerning these examinations please do not hesitate to contact me directly on 01442 400111 (answerphone outside office hours) or by email at exams@hhs.herts.sch.uk.

Yours faithfully

Mrs S Brown
Examinations Officer