

# The Hemel Hempstead School

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**Headteacher: Neil Hassell BEng (Hons) NPQH FRSA**

**Letter 125**

15<sup>th</sup> February 2019

Dear Parent/Carer

## GCE Examinations Summer 2019

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

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

**Date:** Date of examination  
**Start:** **Start time of examination (arrival time is fifteen minutes before 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.**
- Practicals/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.**
- If there is a clash of examinations in one session (am or pm) and the total length of this day's examinations is more than 6 hours, please **inform the Examinations Office as soon as possible.**
- **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. Please note that watches are not allowed in exam venues.
- Remember to check the examination notice board (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.

### IMPORTANT NOTICE: EXAM CONTINGENCY DAY

The exam boards have designated Wednesday 26<sup>th</sup> June 'Exam Contingency Day' in case there are any emergencies during the exam season. ALL students MUST be available until this day in case the exam boards decide to use the Exam Contingency Day.

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](mailto:exams@hhs.herts.sch.uk).

Yours faithfully

**Mrs S Brown**  
Examinations Officer