

The Hemel Hempstead School

Heath Lane
Hemel Hempstead
Hertfordshire
HP1 1TX
www.hhs.herts.sch.uk



01442 390100 (t)

admin@hhs.herts.sch.uk (e)
parent contact email:
parentmail@hemelschool.com

Headteacher: Neil Hassell BEng (Hons) NPQH FRSA

Letter 126

15th February 2019

Dear Parent/Carer

GCSE Examinations Summer 2019

Please find attached a timetable of written examinations, for which the school has entered your son/daughter this Summer. **Please detach and keep this safe.**

The timetable includes the following information, **which should be checked carefully with your son/daughter:**

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

If an examination has been omitted for which you expect your son/daughter to have an entry, or a mistake is found on the examination timetable, please inform the Examinations Office URGENTLY. Students sitting Religious Studies will notice that the duration time is zero; this is because paper one has multiple sections that need to be answered over the full examination time of 105 minutes.

Please note that 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 son/daughter's birth certificate. **If there are any errors in your son/daughter's personal information please let me know as soon as possible.**

As well as these written examinations, many courses include controlled assessment/coursework/oral components. These are assessed prior to the written examinations and contribute significantly toward the final grade. **Subject teachers will keep your son/daughter informed about these.**

If you notice on the timetable that there is a clash of examinations in one session (am or pm) and the total length of this day's examinations is more than 5hrs 30mins, **please inform the Examinations Office as soon as possible.**

It is important that your son/daughter makes themselves 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. Please note that watches are not allowed in exam venues.

Finally, please ask your son/daughter to consult the examinations notice board (which is located outside the Examinations Office) to find out where their examination will be. If your son/daughter is entitled to access arrangements for their examinations you will be notified separately in writing.

IMPORTANT NOTICE: EXAM CONTINGENCY DAY

The exam boards have designated Wednesday 26th 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 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 Office