

# The Hemel Hempstead School

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

**Letter 51**

14<sup>th</sup> December 2020

Dear Parent/Carer

## **GCE Examinations January 2021**

Please find attached your GCE examination timetable for January.

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

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

Please ensure that you follow the checklist below and inform 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 'No unauthorised items' 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](mailto:exams@hhs.herts.sch.uk).

Yours faithfully

A handwritten signature in black ink, appearing to read 'S Brown'.

**Mrs S Brown**

Examinations Officer

