

Our ref: 0330BFV

March 2017

Dear Candidate and Parent/Carer

### **Examinations – Summer 2017**

Please find enclosed your timetable for the external exams. Check details carefully – particularly the date and time of each exam. Morning examinations start promptly at 9.00am. Although the timetable shows afternoon exams starting at 1.30pm, most actually begin at 1.00pm so please check the DAILY exams lists displayed in the dining room and Student Services.

*PARENT/CARER – Please complete the reply slip and return to Student Services to acknowledge receipt.*

The timetable provided is correct at the time of printing but, in exceptional circumstances, changes still occur. Seat numbers will be displayed in the dining room and outside the examinations office before each exam. Please ensure that you check the relevant noticeboards to find your venue and seat number.

Students are responsible for bringing the required equipment to exams (e.g. calculator, pencils and compasses for Maths) and should not rely on the college to provide this equipment.

Warnings and Notices to Candidates are displayed before each exam and you should read these again so that you are familiar with the rules and regulations that apply to all external exams.

Particularly note that ALL MOBILE PHONES AND ELECTRONIC DEVICES ARE BANNED FROM EXAM ROOMS; if found in your possession, the penalty could be disqualification from current examinations and cancellation of your results.

We expect the behaviour of students in exams to be of the highest standard. Any failure to follow procedures can have very serious consequences such as disqualification from examinations.

Savio Salesian College has an appeals procedure for the internal assessment of work for external exams. This procedure, along with the Examinations Policy which includes the college's compliance with the requirements of the Disability Discrimination Act (DDA), is available on request from the examinations office.

It is important to note that all Year 11 students will continue to attend college until the final exam.

We wish all of our candidates every success in all of their examinations.

Yours sincerely

Mr B Fox  
**Head of College**

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**PLEASE RETURN THIS SLIP TO STUDENT SERVICES**  
***(For the attention of the Examinations Officer)***

I acknowledge receipt of my child's summer 2017 exam timetable. I understand the college's exam procedures and the policy that mobile phones and other communication devices, of any sort, are not allowed in the examinations.

Student's Name (Please print) \_\_\_\_\_

Registration Group \_\_\_\_\_ Date \_\_\_\_\_

Parent/Carer's Signature \_\_\_\_\_