



Dear Student and Parent/Carer

March 2017

Summer Examinations 2017

Please find enclosed a timetable for the Summer 2017 written examination season. Please check all details carefully and if there are any amendments necessary please contact me in the Exams Office as soon as possible. If students are involved in practical, exams (such as Art, Food Tech etc) then they must liaise with the department who will give them full details of when these are taking place.

I would remind all students that the examination regulations are set out in the Examinations Handbook which was handed out during the first term, and contains details of all the regulations for written examinations and controlled assessments.

<http://www.chenderit.northants.sch.uk/assets/documents/Exams/Candidate-Handbook2017.pdf>

These must be adhered to for all exams over this academic year, so please keep the booklet for reference purposes until July 2017

Students must check the exam noticeboard on the day of an exam and come to the exam room fifteen minutes before the due start time unless directed otherwise. They must bring all necessary equipment such as a black pen, pencil, ruler and rubber in a clear pencil case, plus calculators if required. This saves an enormous amount of time at the start of each exam, and makes for a more relaxed, calm atmosphere in the exam room. Students are also permitted to have a drink of water in a clear plastic bottle with no labels.

I have also enclosed a form about results day, certificate collection and what to do if the student is unable to collect results or certificates personally.

Please note the following:

- Check the length of your afternoon exams especially if you are taking exams in Philosophy, Sociology and Psychology. Whilst I have started these exams as early as I could you will find that some of these run over the end of the school day. If you normally catch a school bus, you will need to ensure you have arranged alternative transportation home from school on these dates.
- Several students will have exam clashes on their timetable and will find attached to their timetable a resolving exam clashes form. Please read carefully, sign and return to the exams office.

If you have any queries about the examination process, please do not hesitate to contact me in the Exams Office. My email address is nbarlow@chenderit.northants.sch.uk

Yours sincerely

Mrs N J Barlow
Examinations Manager
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