

February 2017

Dear Parent/Carer

### SUMMER EXAMINATIONS 2017

You will have received an email earlier with your son/daughter's exam timetable for the Summer 2017 exam season.

It is very important that you and your child check the timetable very carefully to ensure that all the examination entries made are correct and that the correct level of paper has been entered, for example Foundation or Higher. Failure to do so may result in your child sitting the wrong tier of paper or missing an important examination. If you think your child has not been entered for an examination or has an incorrect tier of entry you must contact me before 10<sup>th</sup> February 2017 so I can make the appropriate amendments and inform the examination boards.

If your child has any questions regarding their timetable, please advise them to come and see me in the Exams Office. I am happy to go through the document with them and I am available most breaks, lunchtime and before school starts.

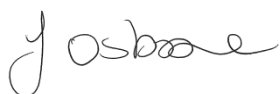
The Examinations Noticeboard is next to the attendance office. This details the rooms, times and seating information for all examinations approximately two weeks before the exam series commences. Please advise your child to check the noticeboard regularly during the exam season for any important information.

Please ensure that your child has the correct equipment to use for these examinations, e.g., black pens, pencil, ruler and the relevant maths equipment for the maths exams. I would be grateful if you could make your child aware that mobile phones, MP3/4 players and any other technological sources of information are not allowed in a student's possession in an examination room. Possession of unauthorised items is a serious offence and can result in disqualification from the examination and from the overall qualification. Please encourage your child to behave appropriately and to be respectful of each other during these important exams. Exam Board regulations clearly state that students must not talk or try to communicate with or disturb other candidates during an exam. Failure to adhere to this could result in your child being removed from an exam.

I have attached a document detailing the rules and regulations to be adhered to by all students sitting public examinations. This document is issued by the exam boards and it is important that your child follows the instructions listed.

If you have any questions please contact me by email: [exams@elycollege.co.uk](mailto:exams@elycollege.co.uk) or on my direct dial number: 01353 652850.

Yours faithfully



Miss Janine Osborne  
Examinations Officer