



8 December 2011

Dear Parent/Carer

Please find enclosed your son/daughter's exam timetable for the January exams, showing start time, venue and seat number.

Please ask your son/daughter to check it carefully and keep it safe. He/she should transfer all details into his/her planner. If there are any mistakes please tell your son/daughter to see their subject teacher urgently who will need to inform the Exams Office of any amendments. If your son/daughter has 2 exams scheduled at the same time they will take one after the other and I will organise that.

Morning exams start at 9:15am and afternoon exams at 1:30pm. Please remind your son/daughter to be at the exam room at least 15 minutes before the scheduled start time. Uniform must be worn by Year 10 and 11 for all exams. If your son/daughter is absent on the day of an exam please telephone the College as soon as possible. They will need an official 'Doctors Note' otherwise you may have to pay the examination fees.

Mobile phones, MP3 players and any equipment capable of transmitting or storing data are expressly forbidden from the exam room. Please ensure your son/daughter leaves them at home on the day of their exam or leaves them in their locker.

It is your son/daughter's responsibility to come to the exam with the correct equipment. Only **black** biros (not gel) are allowed. Maths packs (containing; scientific calculator, ruler, protractor, eraser, pencil, pen) are available now from the Main Office or the on-line shop on the College website. Do not bring your pencil case in to the exam unless it is totally see-through. Important information for candidates is available on the College Website. Please ask your son/daughter to read it.

Yours sincerely

Exams Office  
Whitby Community College