

Tomlinscote School & Sixth Form College

A Specialist Language College



14th March 2017

Dear Parent/Carer

Ref: - SUMMER EXTERNAL EXAMINATIONS 2017

If your child is doing External Examinations during the 2017 Summer Season we will soon be distributing their timetable which will include all of their GCSE and A Level examinations. **The timetables will be sent electronically** to individual students and their named Parent/Carer. Please check that personal details on the Timetable are correct, i.e. spelling of legal forename and surname. Also check that all subjects appear on the timetable for which your child is expecting to be entered. If anything is incorrect, please contact the Exams Office **immediately**. The Timetable will show exam entries and details of venues/seat numbers. These timetables may be subject to change.

For 2017, GCSE and A Level timetabled written examinations will begin on Tuesday 2nd May and continue up to and including Thursday 29th June. Practical exams and MFL Oral exams will take place earlier. Our own internal deadlines for these are set by Departments and must be adhered to. Exams for Vocational subjects (e.g. VTCT, BTEC, NCFE and City & Guilds) do not show on candidates' individual timetables. Candidates for these exams will be notified of the times directly by the relevant departments.

All exam clashes have now been resolved and candidates will be informed of these separately. Candidates may be held in quarantine between each exam. When the quarantine period includes break or lunch time, candidates must bring in their own refreshments as they will not be permitted to mix with other candidates or have access to a mobile phone. Please contact the exams office for further information if required.

Candidates are expected to attend **all** the examinations for which they are entered. If your child is unable to attend due to circumstances outside your control e.g. illness, please inform the Main Reception on 01276 709050 as soon as possible, or at the latest, on the day of the exam and before the start time. If medical or appropriate evidence is provided within 5 days of the exam, it may still be possible for the exam boards to award a grade, if minimum requirements can be met. Candidates who do not attend without supporting appropriate evidence will obtain 'No Result' and may be expected to pay the cost of the entry fee, usually about £35 per candidate, dependent upon the examination board.

We do **NOT** provide equipment for exams if the candidate has forgotten to bring the appropriate equipment in to school. We will however loan equipment if the candidate has an equipment failure e.g. batteries in a calculator. Only **black** pens can be used for exams, or pencils for drawing. Candidates are not permitted to share equipment. Candidates are expected to bring their **own** equipment required for every exam and they are expected to arrive on time at the correct venue.

*Executive Principal: Mr I M Hylan MA BSC
Tomlinscote Way, Frimley, Surrey GU16 8PY*

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Registered office: Tomlinscote School & Sixth Form College, Tomlinscote Way, Frimley Surrey GU16 8PY.



Candidates should arrive by 08:10 for morning exams and by 13:10 for afternoon exams. **Late arrivals must report directly to the Main Reception.** Under JCQ Rules, Tomlinscote School reserve the right to refuse entry to candidates arriving **very late**. Bags and coats are not permitted in any of the venues. If exams are due to finish at, or continue beyond 15:35, the candidate must make alternative arrangements for transport home. Candidates will not be allowed to leave the exam until the full time duration has lapsed. As these are public exams, start times or sessions cannot be changed to suit the school or individual candidates.

Please remember that under JCQ Rules, Mobile Phones and Smartwatches ARE NOT PERMITTED in Examination Rooms. Any Mobile Phones or Smartwatches brought into the exam room in error MUST be handed in to the Invigilators and left at the front of the exam room. Tomlinscote takes no responsibility for any items that are handed in and failure to hand them in will result in the Examination Board being informed which may result in sanctions being applied to the candidate.

Please do not hesitate to contact Mr Austin or Mrs Abbott (Exams Office) at school if you have any queries.

Yours sincerely

Graham Austin
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