

6<sup>th</sup> March 2015

Dear Parent/Carer,

**Re: External Examinations**

Please find attached your child's timetable for the Summer external examinations.

Can you please check the following information carefully with your child:

- Their name and personal details;
- The subjects/modules/units for which they have been entered.

If you find any errors or omissions please ask your child to report them to the Examinations Office immediately (the Examinations Office is located on level 1, in the Main Office).

If your child has more than one examination timetabled at the same time, please ask your child to come to the Examinations Office to discuss this matter.

Accompanying the Individual Candidate Timetable is the examination code of conduct as set by the JCQ examination inspection service. Please ensure your child is fully aware of the instructions and expectations on this sheet.

It is also important for you to note that it is your child's responsibility to come prepared with all stationary requirements for every examination.

The Summer exams will take place in various locations. Students should check the seating plans which will be on the notice boards in Quisine the day before each examination. Students must line up correctly outside their examination room, 15 minutes before the start time of every examination.

If you have any questions or queries please do not hesitate to contact me on the main Academy number, extension 1967 or email [exams@q3academy.org.uk](mailto:exams@q3academy.org.uk).

Yours faithfully,

Mr A. Leadbetter  
Examinations & Data Officer

