

Scoresby Site  
Airy Hill  
Whitby  
North Yorkshire  
YO21 1QA



Normanby Site  
Prospect Hill  
Whitby  
North Yorkshire  
YO21 1LA

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April 2018

Dear Parent/Carer

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

Please ask your son/daughter to check it carefully and keep it safe. If there are any mistakes please tell your son/daughter to see their subject teacher immediately who will inform the Exams Office of any amendments. It only shows external timetabled exams, if your son/daughter takes subjects such as CiDA or Art these dates will not be included and will be distributed by the department concerned.

If your son/daughter has two exams scheduled at the same time they will take place one after the other. Further details will be provided to them.

Morning exams start at 9.00am and afternoon exams at 1.30pm. Please remind your son/daughter to be at the exam room at least 10 minutes before the scheduled start time in order to find their designated seat.

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 will have to pay the examination fees.

**It is important to note that exams are only available in the summer on the timetabled day and time. If a student misses one unit they will not get their grade. GCSE exam re-sits are no longer available.**

**Mobile phones, Smartwatches, MP3 players and any equipment with an electronic communication/storage device or digital facility is expressly forbidden. Please ensure your son/daughter leaves them at home on the day of their exam or leaves them in their locker. We are not responsible for their safe keeping.**

It is your son/daughter's responsibility to come to the exam with the correct equipment. Students **must use pens with black ink** (no gel pens allowed). Only completely see-through pencil cases are allowed into the exam room. Clear pencil cases (containing: 3 x black pens, 2 x pencils, pencil sharpener, ruler and eraser) are now available from the College office at break or lunch time for a cost of £1.10. Students must also bring their own calculators with them for the relevant exams.

Please take the time to read the enclosed Exam Information booklet as it contains important information that all our students need to be aware of.

If you have any further questions please do not hesitate to contact us.

Yours sincerely

A handwritten signature in black ink, appearing to read 'S Barnes', is written over a large, light-colored scribble.

Mrs S Barnes  
Exams Officer

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Principal: Keith Prytherch, BEd, MBA  
Deputy Principal: Vicki Rahn, BA, NPQH