



PARMITER'S SCHOOL

FOUNDED 1681

Headmaster: Mr M Jones BA MEd

20 April 2023

Dear Year 13 students, cc'd to their parents/carers

A Level Examination Timetables

You will shortly receive an electronic version of your timetable for your A Level written examinations, sent via the school's data management system. Please look out for this email.

You will also need to make sure you get the printed copy of this timetable. These will be available from tomorrow (Friday) morning. Form Tutors will give them out during form time, then return them to the register tray. **If you do not get your timetable from your form tutor, you must collect it from your register tray.**

The timetable details all your written examinations. Please take careful note of the start times of exams, in particular the **afternoon examinations where start times can vary**. You are expected to **be at your exam room 15 minutes before the start time** of your examination.

The timetable shows the room your examinations will take place in, as well as your seat number. **It is essential that you have this timetable with you every day during the examination period**. We recommend you take a photo of your timetable on your phone and/or save the electronic version. During the examination season we are very busy and we do not have the time to respond to multiple requests to reprint timetables; we appreciate your understanding on this.

Please also **learn your four digit candidate number**. You will need to write this on every examination paper and it is vital you put the correct candidate number.

A number of students had two examinations that clashed (where exams are scheduled by the exam boards for the same time). These clashes have been resolved by moving one examination to earlier or later in the day. Between these examinations you have to go into isolation. Attached to your printed timetable will be a letter that explains the process for isolation - please read this carefully as it is important that you are very organised about what you bring to school on the days you have a period of isolation.

If you have any questions about your timetable, please see Mrs Hicks, Exams Officer, or e-mail l.hicks@parmiters.herts.sch.uk.

Year 13 students are reminded that there is an examination briefing at 8.35am on Monday 24 April in the Main Hall. All students are expected to attend.

Kind regards

Mrs Berks

Deputy Headteacher

Nemo sibi nascitur:

Our values of community, aspiration and opportunity enable every individual to grow and flourish