

Dear Students

Tomorrow is the start of Progression exams. These are formal exams, run in the same way as the external exams you will be taking next summer, in main exam venues with invigilators. Here are some important reminders to help your exams run smoothly.

- You have been able to access your personal **exam timetable** via the portal since February - please check your timetable yourself each day to avoid missing an exam. Do not rely on others to tell you when and where you are expected to be.
- Notice boards with **rooming and seating plans** will be in the student entrance and outside the sports hall for all students
- If you have more than one subject scheduled at the same time on your timetable that is a **clash**. A **clash solution** has been published to your online timetable and one of your exams may have been moved - make sure you read the solution carefully and understand the new arrangements
- If your exam has been moved you have **supervision** between clashes. Make sure you bring with you some lunch and revision materials at the start of the day as you will not be able to visit the canteen or elsewhere between exams. Advice re clashes is shown at the top of your timetable.
- Exams **start promptly at 9.00am and 1.30pm**. You MUST be seated by 8.50am and 1.20pm. If you arrive after that you will miss valuable announcements so please adjust your travel time/catch an earlier train or bus to make sure you arrive at college earlier than usual.
- **Lateness** means you may not be guaranteed the full exam time.
- If you are going to be **absent from an exam** due to illness please contact the college by 8.30am on the day, reporting your student number, name, and exam affected

Sarah Cassel-Gerard - Examinations Officer