



Dear Parents, Carers and Students

Summer Examinations - Information and Regulations 2022

Please find attached your Individual Candidate Timetable of Examinations, which is also available on Insight..

The timetable lists important information including venues, start time (**arrival time is 15 minutes before the start time**), duration, seating arrangements, Exam Board, tier and the subject/examination for which the entry has been made.

Please check this information carefully; if you believe that there are any errors or omissions, please let the Exam Office know as soon as possible.

If your son/daughter has Access Arrangements the venue will be timetabled separately and your son/daughter will have been briefed as to the process.

Please make yourself aware of the official examination procedures and guidelines as listed on the school website:

<https://www.ashlyns.herts.sch.uk/key-information/exam-information/>

These guidelines must be adhered to at all times during exams.

Please note the timetables that are issued refer to written examinations only, with dates prescribed by the examination boards. Other examination dates, such as those for PE and Art practicals, will be issued by subject tutors. These timetables are available on Insight but it is recommended that you make a few copies of the timetable as a fee will apply for replacement timetables.

As previously advised, the exam contingency day is Wednesday 29th June this year. This means that you must remain available for exams **up to and including** this date in case of any national emergency.

If you have any further questions please do not hesitate to contact me directly on 01442 863605 ext 2302 or via email exams@ashlyns.herts.sch.uk and good luck to you all for the Summer Exams!

Yours sincerely

Theresa Dolt

Examinations Officer