



Holy Trinity College

9-29 Chapel Street
COOKSTOWN
Co Tyrone
BT80 8QB

Principal: Mrs I Russell BA (Hons) MTD PQH (NI)

A Specialist Sports and English Academy

17th May 2019

Dear Parent / Guardian

As you are already aware, the GCE Summer 2019 Examination Series is now upon us, students have completed portfolio assignments and perhaps have participated in practical examinations in a range of subjects. The first GCE written Examination occurred at the beginning of May, and this will be followed by a series of subject written exams to be completed by your son / daughter over the coming weeks and until the end of June 2019. Students who are repeating GCSE Examination Units, eg English and Maths, should also ensure that Examination Fees are paid directly to the Examinations Officer, Mr Loughran, as soon as possible.

In order to allow time for individual preparation and additional booster revision classes from subject teachers, the formal Curriculum Timetable will be suspended as of the close of Friday 17th May. A Subject Booster Revision Timetable will be in place, and which has been previously forwarded to you. Friday 17th May, is therefore the final day for your son / daughter to access their normal Timetable. The **Subject Booster Revision Timetable will be effective from Monday 20th May onwards.**

Please note that the Subject Booster Revision Timetable is a privilege and not a right. Year 13 students are encouraged to attend Revision classes until their assigned Examinations, in order to consolidate subject revision preparation ahead of each GCE AS Examination. Should any student invoke the Pastoral & Positive Behaviour Policy or disrupt classes up to or during the Examination period, then the Booster Revision Timetable will be revoked, and a student will be sent home, with the risk of not sitting AS Examinations in the College.

Students studying Applied Subjects for which Coursework is still outstanding, should make arrangements with their subject teacher to attend school and complete the work as soon as possible. Year 13 students will not be permitted to progress to Year 14 in September 2019, if coursework is outstanding in their chosen subjects.

Full uniform must be worn when attending Subject Revision classes or completion of Coursework classes.

You previously received a memo re: **External Examination Procedures** but I wish to draw the following important procedures to your attention.

- Morning Examinations commence at **9.00am**
- Afternoon Examinations commence at **1.00pm.**
- Examination candidates must report to the Exam Centre (Holy Trinity College) at least **ten minutes** before an examination is due to commence.
- **Full School uniform is compulsory** and must be worn when sitting public examinations, with appropriate conduct and behaviour expected as normal.
- All **necessary equipment** is the responsibility of the candidate.



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- Possession of a **mobile phone**, technological / web based sources of information or other unauthorised material during an Examination is regarded as a breach of Examination rules, even if you do not intend to use them. If your phone activates (rings / bleeps / vibrates) during an examination you will be considered guilty of **malpractice**.
- Any candidate found guilty of malpractice **will** be disqualified from some or all of the examinations they have taken in the Summer Examination Season.

In the unlikely event that your son / daughter cannot attend for a particular examination, or will be delayed, you are asked to phone the College as soon as possible (028 8676 2420) and inform the Principal.

We trust that you will encourage your son / daughter to make effective use of their revision time, attend the Subject Booster Revision sessions arranged, complete all coursework and utilise the revision materials provided by the College to maximise their opportunities to succeed. As always during the Exam season, students can revise at home or be encouraged to attend the Learning Resource Centre (LRC) to avail of Private Study when they are not timetabled for subject revision. Supervised study facilities are also available in the College.

GCE AS results will be posted from the College to arrive with you by Thursday 15th August 2019. Further details will be forwarded during the Summer months with regard to AS results, student progress and Career Options if required.

May we take this opportunity to wish your son / daughter every success in their forthcoming AS Examinations and we look forward to celebrating with the students in their GCE AS success.

Yours faithfully

Isabel R Russell

Mrs I. Russell
Principal

Maria Quinn

Mrs M Quinn
Head of Senior School

Phunkett Mc Gartland

Mr P Mc Gartland
Head of Year 13