

22 March 2024

Dear Candidates, Parents and Carers

External Examinations Summer 2024 Arrangements, Conduct and Transport

Please find enclosed copies of the following:

- Guidance Booklet for Examinations
- Candidate Statement of Entry (Please check entries, sign and return one copy to the Exams officer by **Tuesday 09 April 2024**)
- Exams timetable
- Collection form for exam results and certificates

It would be much appreciated if you could take the time to read through all of the above documentation in order to have a clear understanding of the forthcoming examinations. For more exams information please visit our website at www.stjohnsschoolcyprus.com. On the homepage click 'School Information' and then 'Exams'.

We would appreciate it if you could sign and return the slip on the following page as confirmation that you have received, read and clearly understood and accept, the rules and regulations with regards to external examinations to be held here at St. John's School.

Transport Arrangements for Entitled Students

There are four possibilities on any one day:

1. If your child only has a morning exam then they will come into school as normal and leave at the end of the day as they normally would with the rest of the school students.
2. If your child only has an afternoon exam*, we will make arrangements for them to be picked up and bused into school for approximately 12:30. They will then be taken back by the exam bus at the end of their exam.
3. If they have both a morning and an afternoon exam then they will come into school as normal for an 08:00 start and will return on the exam bus following their afternoon exam. This is a very long day for the students and they need sufficient water and food to sustain them. There will be an air-conditioned space for them to rest in between 14:00 and the start of the afternoon exam. They are also allowed to sign out between exams and walk to the shops to buy lunch.
4. Up to and including **Friday 24 May 2024**, if your son or daughter does not have an exam they will be expected to attend lessons as normal and leave at 14:00.

Sixth Form students will be expected to attend all their timetabled lessons on days they don't have an exam up to and including **Friday 24 May 2024**. Up to that point, students must attend school full time following one of the four arrangements above. After this date they will be given the choice to study at home or come into school and attend timetabled lessons and use the study room. Teachers may request to see them for revision sessions during this time and we would ask for your support with encouraging your son or daughter to attend these sessions.

Transport will continue to be provided into school for either morning (as normal) or afternoon exams as outlined below.

Students must not book holidays or leave island up to and including **Wednesday 26 June 2024** due to examination contingency dates. This is a requirement of all exam boards.

PLEASE NOTE: If any student misses the transport provided for any reason, it is the responsibility of the parent to arrange transport for their child to school.

***Afternoon Exams – Pick up points and Timings**

Akrotiri Chaplaincy	11:40
Akrotiri Waterhole	11:45
South Paramali Main Gate	12:15

If you have any questions concerning the examinations, please do not hesitate to contact me.

Yours sincerely,



Christos Christofi
Examinations Officer
Tel: 25 96 8018 | Email: christos.christofi@modschoools.org

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PLEASE RETURN TO THE EXAMS OFFICE

External Examinations Summer 2024 Arrangements, Conduct and Transport

I have read, understood and accept the exam instructions printed above

Student Name: _____ Signature: _____

Parent / Carer Name: _____ Signature: _____

Date: _____

