



# HOUGHTON REGIS ACADEMY

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14<sup>th</sup> June 2017

Dear Parents and Carers,

As we come to the end of the year 11 exam period, I would like to take this opportunity to acknowledge the hard work and determination shown by our students during what can be a very stressful time.

With only a week to go of the main GCSE exams I would like to remind all parents that, although the main exams are nearly over, all students in year 11 have the opportunity to gain a GCSE in the use of computers through the ECDL exam. Some students have already taken 1 or 2 modules (of 4) during this exam period and have gained A-C grades. However, due to the number of students wishing to focus on the timetabled exams, we have chosen to support their decision to prioritise their revision and move the ECDL exams to after the main timetabled sessions.

Whilst there will still be opportunities this week to complete a number of modules; the majority of the exams will be from Monday 19<sup>th</sup> June onwards. This will provide students with an extra GCSE with instant results, meaning students can go into the summer holidays knowing they have secured an A-C grade before waiting to receive their other results in August.

Students will need to sit each of the 4 modules up to a maximum of 3 times, receiving the highest grade overall. The qualification tests their knowledge of computers which has been learnt over the past few years and is a great way to prove their ability to use basic Microsoft programmes.

Please could you complete and return the table overleaf to indicate when your son or daughter will be attending over the next two weeks so we can make the necessary arrangements for them to complete the exams. Students may only sit one exam per day and must leave a gap of one day in-between retakes. As the main exams will be ending at this time, students will be able to arrive in non-uniform and leave the site as soon as they are finished.

Yours faithfully,

Mr Spurling  
**Vice Principal**

Name \_\_\_\_\_

Day (9.30 start)	Word (45 min)	Power-point (45 min)	Excel (45 min)	Improving productivity (1hr 15min)
Monday 19 <sup>th</sup>				
Wednesday 21 <sup>st</sup>				
Thursday 22 <sup>nd</sup>				
Friday 23 <sup>rd</sup>				
Monday 26 <sup>th</sup>				
Tuesday 27 <sup>th</sup>				
Wednesday 28 <sup>th</sup>				
Thursday 29 <sup>th</sup>				
Friday 30 <sup>th</sup>				