

Date as postmarked

Dear Exam Candidate,

C A M P B E L L H A R R I S

Please find enclosed your Statement(s) of Entry for exams in the **May/June 2019** series. If you have not yet come in to see us with ID, please call us to arrange that as soon as possible on 0207 937 0032.

It is **EXTREMELY IMPORTANT** that you read this covering letter **VERY CAREFULLY**. Please also check your Statement(s) of Entry **VERY CAREFULLY**. **If any of the information is incorrect it is vital that you let me know immediately by Email** (caleb.smith@campbellharris.co.uk). A fee may be payable for late amendments. Be absolutely sure to check whether each exam is scheduled for the Morning (“AM”) or Afternoon (“PM”) session as you **must** attend the correct session. If you have an **exam clash** (where the total hours of exams in a session are *more than*, not equal to, 3 hours) please inform us *immediately* if you have not already done so. Please also read the enclosed “Notice to Candidates – for written exams...” very carefully and ensure that you follow *all regulations at all times*.

As detailed below, please note that we are using two different venues for written exams. It is essential that you go to the correct exam hall on the correct date at the correct time!

If we have not already done so, we will contact you separately about coming to Campbell Harris (185 Kensington High Street, W8 6SH) if you are doing a language *speaking* exam (or a Media Studies exam if it involves a *DVD presentation*).

You **must** arrive at the exam hall **at least 10 minutes** before the start of the exam: **If you are late we may NOT be able to let you sit the exam!**

The Morning Exam session starts at 8.30 A.M. (You must arrive by **8.20**).

The Afternoon Exam session start at 1.00 P.M. (You must arrive by **12.50**).

Please note that these are the start times for the exam *session*. The actual start time of exams will vary depending on the number of students doing exams that day and can be considerably later than the session start time.

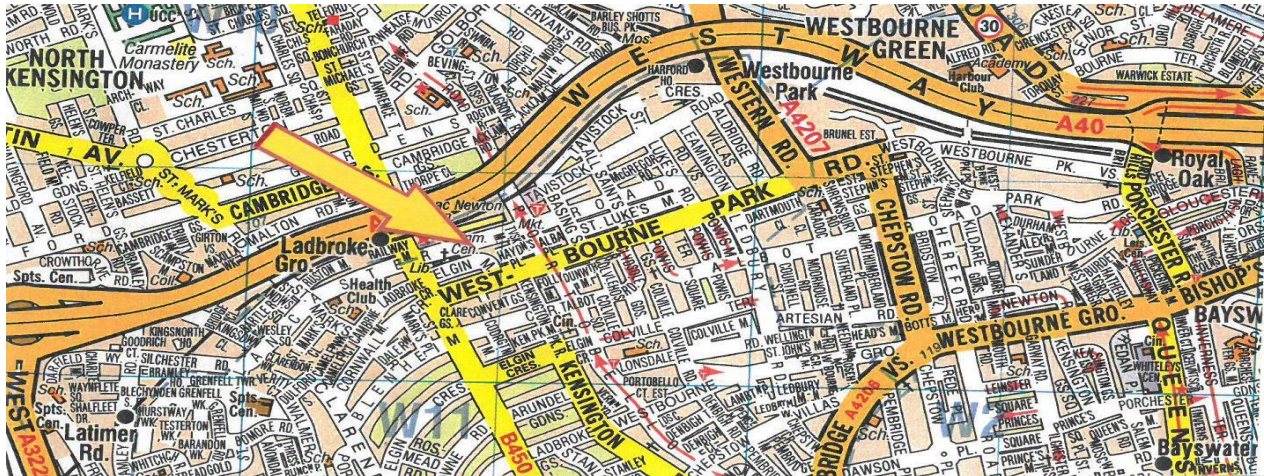
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Venue 1 - If you are doing an exam on any day from **Tuesday 7th May – Friday 10th May** inclusive, please go to *Campbell Harris (185 Kensington High Street, London W8 6SH)*.

Venue 2 - If you are doing an exam on any day from **Monday 13th May – Thursday 20th June** inclusive, please go to:

The Serbian Community Centre, 89 Lancaster Road, W11 1QQ

This venue is approximately 1.5 miles from Campbell Harris (near Ladbroke Grove tube Station).



Venue 1 -If you are doing an exam on any day from **Monday 24th June – Wednesday 26th June** inclusive, please go to *Campbell Harris (185 Kensington High Street, London W8 6SH)*.

IMPORTANT - You **MUST** bring your Statement(s) of Entry and your photo ID (Passport/Driving licence/ National ID card) with you to **EACH** exam (together with any required materials - Pens/Pencils/Calculator/Ruler/Mathematical instruments etc.). **If you do not bring your ID to an exam you will not be able to sit it!** If you are doing an English/English Literature exam that requires you to bring your studied texts, please ensure that these are “clean copies” (*i.e.* not written on or highlighted or including an introduction that offers an analysis of the text). Other exams may require you to bring completed forms and /or data. Remember to include the relevant candidate number, as indicated on your statement, on each exam script (as they differ between exam boards).

Regards,

Caleb Smith

Caleb Smith
Exams Officer

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