




Lower Sixth Textbook Return 2017

 All books & equipment should be returned to the staff in the **ILC by Friday 23 June 2017**. The ILC (L101) is located upstairs in the Langham Building above Reception.

 **N.B. You must only return books to the ILC.** Books given to teachers, or left somewhere in College, will be regarded as being lost and the cost will be deducted from your deposit.

 **To find out which books/equipment you need to return,** check your list of outstanding books/equipment, which will be e-mailed to you during May 2017 or speak to an ILC staff member.

Please contact the ILC team if you have any queries

EXAMINATION/CERTIFICATE INFORMATION Exams Summer 2017

Written exams start on Monday 15 May. The full timetable is available on the Reigate College website. Your son/daughter will be sent an individual timetable via his/her College email. Morning exams start at 9am; afternoon exams start at 1.30pm.

Practical and oral exams will take place prior to the written papers. **All exams will finish by Thursday 29 June.**

Results

Results of the summer exams will be available as follows:

AS, A2 and Level 3 BTEC	Thursday 17 August
GCSE and Level 2 BTEC	Thursday 24 August

Results will be sent as a pdf attachment to your son/daughter's College email account (this can be accessed remotely from home or elsewhere) and should be available by 9.00am. The College will be open between 9.00am – 12.00 noon for any student who does not have access to the internet to use a computer in the ILC.

Any student who cannot access his/her results as above and who requires a copy to be posted, must leave a stamped addressed envelope with the Exams Office before the end of term.

Results must be saved to a private computer and a copy printed. This is particularly important for anyone leaving College this summer as their College email account will be closed permanently at the end of August.

Information about re-marks/access to scripts etc. will be available on the College Website > Current Students> Exams Information.

Certificates

It is imperative that your son/daughter collects his/her certificates. For Lower 6 students returning to College, certificates will be available toward the end of the Autumn Term.

For students who have left College, certificates will be posted by "Signed For Delivery" to the last address held for your son/daughter by the College. This will probably be during the last two weeks of November. We cannot give an exact date. **Please remember that they will have to be signed for on delivery.**