



The Hollins Technology College

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Headteacher: Mr M Jackson BSc MA



6 May 2010

Dear Parent / Carer



EXAM INVIGILATION

We are looking for volunteers to assist with invigilating our pupils who are entitled to exam concessions such as extra time.



On the reverse of this letter is a brief overview of what is expected of an invigilator, although training will be given to those parents/carers that would be interested in assisting the pupils in passing their *GCSE* examinations.



Being an exam invigilator is a key part of the examination process and we have a particularly large group of pupils who are entitled to examination concessions this year. Attached is a copy of the *GCSE* summer timetable, to outline when you may be required throughout the summer examination season.



If you are interested and would like an informal chat on the role of an Invigilator please contact Miss Clements, Examinations Officer on 01254 233500.

We do hope that you will consider offering some of your time to help the school at this very busy period in the school year.



Yours sincerely



S M Holden (Ms)
Acting Headteacher

