



26<sup>th</sup> March 2018

Dear Parent

As you are aware it is coming up to an important time in your child's education - GCSEs.

Enclosed with this letter is a statement of entry for the summer exam series which lists all the exams they are entered for, as well as a timetable of all the exams in school. This is not a personal timetable and it is a good idea to go through it with them and highlight the exams they are taking and then keep it in a safe place. Could you check the exam entries to make sure they are what they expected to be entered in and if you have any concerns about them contact Avril Quinn as soon as possible?

Parents are reminded that school pays for examination entries which cost from £35.00 per subject per student. However, if a student is absent from an examination for reasons other than illness, parents will be required to refund the cost of entry fees. Likewise if they fail to fulfil other examination requirements - missing coursework, for example.

It is important that exams start on time as the published starting times are set by the relevant awarding bodies; 9.00am for morning sessions and 1.30pm for afternoon sessions. Students must be in school at least 15 minutes before the exam start time. If, in exceptional circumstances they are going to be late, you must inform school as soon as possible so that appropriate arrangements can be made. Please complete and return the contact details sheet enclosed so we can contact your child if they have any problems with time keeping.

If your child is unwell on the day of the exam and even if you would not normally visit your doctor's surgery for minor illnesses, it is vital that you do so at examination time. Your doctor will advise as to whether your child is fit to sit the examination. If so, your doctor should give you a letter, which we can forward to the examination board asking for special consideration on the grounds of illness. If the candidate is unable through illness to sit a paper the board may, after examining the doctor's letter and any evidence of performance on other papers, decide to award a grade. It is essential that your child sees a doctor on the day of the examination or previously. Retrospective information is not accepted by the examination boards and any doctors' letters must be forwarded to the exams officer in school without delay, as there is a tight deadline.

Students will be given a chance for their centre assessed marks to be reviewed before they are submitted to the awarding body to be moderated. Teaching staff will inform your child of the mark awarded and you will have one week to put a written request in place for a review to take place. You will be able to request a copy of the marked assessment material and the mark scheme or assessment criteria to assist you in considering whether to request a review. Some marked assessment materials may only be shared under supervised conditions. There will be a small charge for this service. Your child should receive their marks on or before the 20th April 2018. Art marks have a later deadline of 12th May. Please bear in mind that the mark could then be changed either up or down by the awarding body moderation process.

Yours sincerely

Avril Quinn - Year 11 Form Tutor

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Please return this reply slip to Mrs Quinn, Year 11 Form Tutor

Student's name -

.. I have read and understood the exam regulations and I expect my son/daughter to follow them

.. I confirm that my son/daughter should be entered for these GCSE subjects listed on the attached sheet.

Parent Signature .....

Print Name .....

Student Signature .....

Date .....