

February 2018

Dear Parent/Carer

### **YEAR 11 - 2018 GCSE EXTERNAL EXAM ENTRIES**

We propose to enter your child for external examinations this year for the subjects shown on the attached sheet. Would you please check that the statement of entry is correct and refer to the important information issued on the back of this letter.

#### **CONDITIONS OF ENTRY**

- Under normal circumstances the cost of all examination entries will be met by the school. However, all entries are made on the strict understanding that parents/carers will be responsible for the cost of entry in an examination subject if their child does not attend for all parts of the examination, unless unavoidably prevented from doing so by illness etc. In the event of unavoidable illness, a doctor's certificate will be required. Parents/carers of students who make no reasonable attempt to complete the exam paper will also be charged with the cost of entry.
- The Examination Board will only consider giving special consideration for missed examinations for bereavement, accident or illness, backed by a doctor's certificate. Examinations can only be taken at the time and on the day given on the timetable.
- Students must attend the examination on time. Any lateness must be reported to the Examination Board and it is at their discretion whether they will mark the script. They will not accept excuses like 'the pupil slept in' or 'missed the bus'. Again this will mean you have to pay the examination fee.
- Students must wear school uniform when they take their examinations.
- Students must bring their own pens, pencils and any other equipment required for the exam. If any students fail to do so they may purchase items or an exams equipment pack from the Cabin, but should do so well in advance of the exam.
- Students must obey the rules of the examination. Pupils who break the exam rules will be reported to the Examination Board, who may decide to penalise or disqualify them.

Your child will be given an examination booklet containing rules, regulations, and relevant information later this term to assist them through the examination process for 2018. This will also include an individual timetable for the May and June examinations.

Unless otherwise informed we will assume that the enclosed documents are correct, and the terms and conditions are acceptable. Should you or your child have any queries, please do not hesitate to get in touch with the Examinations Officer at school.

Yours sincerely

**Mr J Barton**  
Assistant Principal

**Mrs J Warner**  
Examinations Officer