



March 2020

Dear Parent/Carer

Re: Year 11 – 2020 GCSE external exam entries

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

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 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 student 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, including calculators. If any student fails 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. Students 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 2020. This will also include an individual timetable for the May and June examinations.

Unless otherwise informed, we will assume that the statement of entry is 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 Mrs Warner, Examinations Officer, at the college.

Yours sincerely

Mr J Barton
Vice Principal

Mrs J Warner
Examinations Officer

