

February 2019

Dear Parent,

## **Examination Entries Summer 2019**

Enclosed with this letter is

- **A timetable showing the dates of your child's examinations**
- **A statement of entry detailing all the fees the Academy has paid for your child's qualifications**

I would be grateful if you would check that all personal details are correct, as these will appear on any certificates awarded.

Examination entries cost the Academy in excess of £120,000 each year and have a direct affect on the funds that we have available for books and other teaching materials. It is vitally important that we do not waste money on examination entries for which students fail to attend.

If a student is absent from examination components due to a serious, medically certified illness, we will be very sympathetic. However, if for other reasons, a student misses an examination component, we intend to charge parents the full cost of the qualification entry. If your son or daughter has a problem on exam day, please inform the Academy as soon as you are aware and arrangements will be made to solve the problem for them wherever possible.

It is important that all students arrive outside the designated exam hall at least ten minutes before the scheduled start time of the exam. The examination timetable, including venues will soon be available within the Examinations' section of the Academy website, along with important information from the examining bodies concerning rules and regulations. It would be helpful if you and your child took time to read through this information and discuss the importance of continued good behaviour in the exam hall, to enable all students to be given a fair chance to perform to the best of their ability. Any student not abiding by exam conditions will be removed from the exam and their parents contacted. The parents of students who repeatedly misbehave during an exam may be asked to pay for separate invigilation.

It is especially important that candidates do not have mobile phones, smart watches, or any other electronic storage or communication devices on their person during an examination. If your child needs to bring such items into the Academy on exam day they will be expected to hand them in before they enter the examination hall. Numerous verbal warnings are given before the exam starts to make sure they do not forget; however, failure to do so will result in the Awarding Body being informed. The Awarding Body will then decide on the penalty which is usually disqualification from the exam in question, but in exceptional circumstances can be prevention of a candidate from sitting examinations for up to three years. It is therefore vital that your child abides by this and every other regulation.

A Level Results will be issued to candidates at the Academy on Thursday 15<sup>th</sup> August from 8:00am to 12 noon and GCSE results on Thursday 22<sup>nd</sup> August from 9:00am to 12 noon. If your child is unable to collect their results in person they should provide a stamped addressed envelope or make alternative arrangements with the Examinations Officer to avoid any embarrassment on the day. It is not usual practice to hand results to anyone other than the candidate themselves.

I would be grateful if you would sign the slip below to indicate that you agree with these conditions of entry and return the slip to your son or daughter's Form Tutor as soon as possible.

Yours faithfully,



Ke  
Principal

---

I confirm that I have read the letter dated February 2019 regarding conditions of examination entry and will be responsible for ensuring that my son/daughter \_\_\_\_\_, in form \_\_\_\_\_, completes all of the examination components, including coursework, for which entries have been made.

Signed \_\_\_\_\_ Date \_\_\_\_\_