

March 2016

Dear Parent/Carer

Ref: - SUMMER GCE EXAMINATIONS 2016

Please find enclosed your son/daughter's Summer 2016 GCE Examination Timetable. Please discuss this with your son/daughter and ensure all personal details are checked; i.e spelling of legal forename and surname (this is how it will appear on certificates) and date of birth. Also check that all subjects appear on the timetable for which your son/daughter is expecting to be entered. If anything is incorrect, please contact the Exams Office **immediately**.

This year, GCE written examinations will begin on Monday 16th May and continue up to and including Monday 27th June 2016. Practical exams will take place earlier. Drama 22nd March, AS Photography 26th & 27th April, A Level Photography 27th-29th April. Resolutions of any clashes (where two or more exams are scheduled to start at the same time) will be provided to affected pupils nearer the time.

Pupils must attend **all** the examinations for which they are entered and arrive on time. If your son/daughter is unable to attend due to circumstances outside your control e.g. illness, please inform the Attendance Office as soon as possible, or at the latest, on the day of the exam. Pupils who do not attend examinations without supporting appropriate evidence will obtain 'No Result' and may be expected to pay the cost of the entry fee, usually about £30 per subject, dependent upon the examination board.

Pupils are expected to bring their **own** equipment required for every exam. Only **black** pens can be used for exams. If exams are due to finish at, or continue beyond 3.30pm, student's must make alternative arrangements for transport home, as the school buses cannot be held after this time. Pupils will not be allowed to leave the exam until the full time duration has lapsed. As these are public exams, start times or sessions cannot be changed to suit the school or individual pupils. Please refer to Hope Academy website for GCE 2016 Summer Timetable and JCQ Information for Candidates (Written examinations, Social Media, Privacy Notices etc).

Please complete and sign the acknowledgement slip attached, and ensure it is returned directly to the Exams Office by Monday 21st March 2016.

If you have any queries please do not hesitate to contact Mrs Vernazza on 01744 671935 or by e-mail at joanne.vernazza@sthelens.org.uk

Yours sincerely

Mrs J C Vernazza
Examinations Officer

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2016 GCE Entry Acknowledgement – Return to Examinations Office by 21st March 2016

Pupil _____ (please print name) Form _____

I / We* acknowledge the receipt of the GCE Examination Timetable and have read and understood the covering letter attached.

*Please delete as appropriate

Signed: _____ (Parent/Carer)

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Ref: JVE/Timetable Cover Letter/1.3.16