

March 2016

Dear Parent/Carer

Ref: - SUMMER GCSE EXAMINATIONS 2016

Please find enclosed your son/daughter's Summer 2016 GCSE 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, GCSE written examinations will begin on Monday 16th May and continue up to and including Friday 24th June 2016. Practical exams for Art, Photography and PE will take place in April, Drama Practical Exam is 9th May. Any holidays must be taken **after** 24th June 2016. 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 are expected to attend **all** the examinations for which they are entered. If your son/daughter is unable to attend due to circumstances outside your control e.g. illness, please inform the Attendance Office **AND** the Year 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 and they are expected to arrive on time at the correct venue. 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 GCSE 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 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 GCSE Entry Acknowledgement – Return to Examinations Office by 21st March 2016

Pupil _____ (please print name) Form _____

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

*Please delete as appropriate

Signed: _____ (Parent/Carer)

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