

October 2016

Dear Parent/Carer

**Ref: - SUMMER GCSE EXAMINATIONS 2016**

This year, GCSE written examinations will begin on Monday 16th May and continue up to and including Friday 24<sup>th</sup> June 2016. Practical exams and MFL Oral exams will take place earlier. Please refer to the relevant Head of Department for the dates of these. The 'Due Date' for coursework components given on the timetable is NOT the deadline for pupils and internal deadlines are set by Departments and must be adhered to. Any holidays must be taken **after** 24<sup>th</sup> June 2016. Details of venues and 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 child is unable to attend due to circumstances outside your control e.g. illness, please inform the Attendance Office **AND** the Exams Office as soon as possible, or at the latest, on the day of the exam. If medical or appropriate evidence is provided within 5 days of the exam, it may still be possible for the exam boards to award a grade, if minimum requirements can be met. Pupils who do not attend 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. Pupils should arrive by 8.40am for morning exams and by 12.45pm for afternoon exams. If exams are due to finish at, or continue beyond 3.30pm, the pupil 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 do not hesitate to contact Mrs J C Vernazza – Examinations Officer if you have any queries.

Yours sincerely

Mrs M Adams  
Director of Curriculum and Achievement

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