



February 2019

Dear Parents/Carers

### **The Garibaldi School Exam Entries – Summer Series 2019**

This letter accompanies a green **Statement of Entry** and a yellow **Examinations Timetable**. Please read, check and sign the green **Statement of Entry** and return it to the student's mentor as soon as possible. If a student has a yellow timetable they should **keep** it so they are aware of their exam dates and times.

**Please check that all personal details are correct.** This is important as changing personal details after exam certificates have been issued currently costs a minimum of £35 which will be paid by candidates if the errors are not picked up now.

**Check that the entry is correct** i.e. that an entry has been made for all subjects you are expecting also that it is at the correct level if applicable – Foundation or Higher. If you require help with this please contact either the Exams Officer or subject teacher.

**Please read the statements at the bottom of both sheets.** These are actual GCSE exams for students in years 9, 10 and 11 and GCE exams for 6<sup>th</sup> form students. Attendance is essential. No-one can sit these papers on any other days. Failure to attend will incur the cost of the examination being invoiced to you, unless absence is due to illness or a genuine reason. If this is the case please contact the Exams Office in advance or before the start of the exam. If there is no-one in the Exams Office please inform main reception.

#### **Explanation of the Yellow Examinations Timetable**

The first column shows you the date of each exam paper.

The second column is the exam board identity code for exams office use.

The third column is an exam board code to identify the 'season' of the exam.

The fourth column tells you the time of the exam. Morning exams start at **9am**, afternoon exams start at **1pm**. Candidates are expected to be outside the exam room no later than 8.50am/12.50pm. **Please note ALL afternoon exams begin at 1.00pm, even on a Friday.**

Column five gives you the names of the subjects entered and the names of all the papers in that subject. You may have two papers on different days for the same subject.

Column six tells you the length of the exam in minutes.

If you find you have two exams on the same day at the same time please contact the Exams Officer so you can be accommodated. However this will not apply to GCSE Foreign Language exams for listening and reading, these exams will run consecutively.

Location of exam rooms are posted in advance and sent to all staff. The main exam room will be the Gym. If we are using other rooms around the school then signs will be put up on the exam board outside the hall advising students of their location. Students should check these signs before their exam.

### **Explanation of the Green Exam Entry Statement**

This document lists **all** the exam entries which have been made. It will include all individual unit codes per subject, some may be coursework so are not written exams, these will **not** appear on the yellow timetable. If the subject is being completed during this exam period there will be a certification code, this will **not** appear on the yellow timetable.

Both these documents are published by the school. If changes are made between now and the exams you will receive a new timetable and statement of entry from the Exams Officer.

**If you believe there is anything missing** from either document, please contact the Exams Officer urgently.

**Please be aware that assessments/none timetabled exams are held all year round. The Garibaldi School has had a zero tolerance on authorising holidays in term time for a number of years. Since September 2013 schools have not been allowed to authorise any leave requests during term time. If the school is informed of a holiday after the exam timetable has been produced and it involves withdrawing an exam entry after the exam board deadline, a cost will be incurred.**

If you need any further information then please do not hesitate to contact me.

Yours sincerely

*N. Evans*

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