



Ref: Summer Exams 2018/Examinations Letter - May 2018

Dear Parent / Carer

You are no doubt aware that your child has GCSE/GCE Level examinations/coursework during the summer term and his/her current focus is to spend time preparing properly for them.

Please read the following carefully, if there are any questions please speak to Mrs Adeoye immediately.

Your child has been entered for the examinations listed on the attached timetable. Please check this carefully with your child. The subject and level of entry are included. Please ensure your child reads the "JCQ information to candidates" documents that can be found on our website under the Exam Essentials tab prior to the examination.

Your child must do the exams on the specified day, at the specified time and will sit every examination for which he/she has been entered. If your child does not do this, it will mean that he/she will fail the examination. **The Examination Boards will only consider giving special consideration for missed examinations for bereavement, accident or illness, backed by a doctor's certificate, signed and received by school on the day of the exam.**

Official examination start times are:

- AM – 9:00
- PM – 13:00

To ensure the smooth running of your child exams, students should arrive at 08:15am. **Any lateness will be reported to the Examination Board, which may result in disqualification. Exam boards will not accept excuses like "the student slept in" or "missed the bus." It is now a City Academy policy that if an exam is missed by a student, without an exceptional circumstance that the parent will be charged the entry cost of the examination.** Students must sign in at reception and continue to the room listed on **the exam essentials board** that will be located at reception.

Your child must wear **full school uniform** when he/she takes examinations.

Your child must obey the rules of the examination (notice to candidates enclosed). This includes that **mobile phones, ipods, smart watches, mp3s or any other communication equipment are not allowed in the examination hall. There is no facility for storing the equipment so please ensure your child leaves these at home on the day of his/her exam.** Students who break the exam rules will be reported to the Examination Board, who usually cancel all exam papers.

Examination results for GCSEs will be available for all **KS4** students on **Thursday 23rd August 2018.**

I hope that this information has been useful. If, however, you require any further information please do not hesitate to contact myself at the school.

This is an important time for all students. They must be continuously working at home now to prepare properly for these exams. It is vital this information is fully understood. We expect great things of our students and wish them the very best of luck during this examination period.

Yours sincerely

Mrs Adeoye
Deputy Headteacher