

OUR REF: MC

April 2019

Dear Parent/Carer

Ref: - SUMMER GCE AS / A LEVEL / LEVEL 3 EXAMINATIONS 2019



RIDGEWOOD
SCHOOL

Barnsley Road, Doncaster
DN5 7UB
01302 783939

The information attached includes all of the GCE AS / A Level / Level 3 examinations for which your son/daughter has been entered for in the Summer 2019 examination series. There is also a comprehensive information booklet about the exams processes, rules and regulations. This has recently been issued and can also be accessed via the school website. Please discuss these important documents with your son/daughter and complete the Exam Entry Acknowledgement slip attached. Please return this to the Form Tutor, or directly to myself by **10th May 2019**.

Ensure all personal details are checked on the enclosed timetable; correct spelling of **legal** forename and surname (this is how it will appear on certificates – legal name only is allowed) and date of birth. Also check that all subjects appear on the timetable for which your son/daughter is expecting to be entered for a Summer series exam. If anything is incorrect, please contact the Exams Office or the relevant Form Tutor **immediately**.

This year, AS / A level / Level 3 written examinations will begin on Monday 13th May and can continue up to and including Wednesday 26th June 2019. Any practicals, performance exams and other non-examination assessments ('coursework') are scheduled by the subject department - please refer to the relevant Head of Department for the dates of these where relevant. Details of venues and resolutions of any clashes (where two or more exams are scheduled to start at the same time) have also been provided to affected students nearer the time. **Students will be expected to be available up to and including 26th June 2019. If there is any significant national or local disruption, other dates could be selected for exams by the exam boards. However, the school is NOT permitted to catch up any individual missed exams for illness, travel problems or any other reason.**

Students are expected to attend **all** the examinations for which they are entered. If a student 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. If medical or appropriate evidence is provided within 5 days following the exam, it may be possible for the exam board to award a grade as long as a required proportion of assessment has been met. However, in most cases, if a candidate is absent, an overall grade cannot be awarded. Students who do not attend without suitable evidence will obtain 'No Result' and may be expected to pay the exam entry fee.

Students 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. Morning exams start at 9:10am and afternoon exams start at 1:00pm – unless otherwise communicated. Students should arrive at the exam venue 15 minutes before the published start time; by 8.55am for morning exams and by 12.45pm for afternoon exams at the latest to enable myself and the invigilation teams to seat the candidates for a prompt start. If exams are due to finish at, or continue beyond 3.30pm, the student must make alternative arrangements for transport home, as the school buses cannot be held. As these are public exams, start times or sessions cannot be changed. Students will not be allowed to leave the exam until the full time duration has lapsed. This is to minimise disturbances and to allow every single candidate the very best opportunity to maximise their potential in the given time.

Students will receive a further individual timetable via their form tutors showing any amendments to entries and details of venues/seat numbers. These timetables are always subject to change.

I would like to thank you in advance for your support with the examination season. Most importantly, I wish your son/daughter the very best of luck and every success in their exams and beyond.

Yours sincerely

Mr M Clements (Examinations Manager)



Excellence • Integrity • Teamwork • Enjoyment



2019 GCE AS / A Level / Level 3 Entry Acknowledgement

Please return to Form Tutor by 10th May 2019

Student _____ Form _____

I acknowledge the receipt of the Summer 2019 examination entries and have read and understood the covering letter attached, and the guidance booklet which was recently issued to students.

I confirm that the legal name of the student is correct and accept that this name will be printed on the final certificates

Name: _____ (Parent/Carer)

Signature _____