

OUR REF: MC

April 2019

Dear Parent/Carer

**Ref: - SUMMER GCSE / LEVEL 2 EXAMINATIONS 2019**



RIDGEWOOD  
SCHOOL

Barnsley Road, Doncaster  
DN5 7UB  
01302 783939

The information attached includes all of the GCSE examinations for which your child is entered in Summer 2019. 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 **10<sup>th</sup> 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 and must be the legal name) and date of birth. Also check that all subjects appear on the timetable for which your child is expecting to be entered. If anything is incorrect, please contact the Exams Office or the subject tutor **immediately**.

This year, GCSE written examinations will begin on Monday 13<sup>th</sup> May and can continue up to and including Wednesday 26<sup>th</sup> June 2019. Any practicals, performance exams and other non-examination assessments ('coursework') are scheduled by the subject department - please refer to the 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) will be provided to affected students nearer the time. **Students will be expected to be available up to and including 26<sup>th</sup> 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 your child 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 shortly receive subsequent timetables via their form tutors in school 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 or daughter the very best of luck and every success in their exams and beyond.

Yours sincerely

Mr M Clements (Examinations Manager)



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**2019 GCSE / Level 2 Entry Acknowledgement**

**Please return to Form Tutor by 10<sup>th</sup> May 2019**

Student \_\_\_\_\_ Form \_\_\_\_\_

I acknowledge the receipt of the GCSE Summer 2019 examination entries and have read and understood the covering letter attached, and the guidance booklet enclosed.

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 \_\_\_\_\_