

April 2018

Dear Parent/Guardian,

**Examinations – Summer 2018**

Please find attached your child's personal examination timetable for the examinations for summer 2018. This timetable is based on the Statement of Entry that you received in January.

All examinations taken in the school are subject to the Joint Council for Qualifications Examination Regulations; these can be found on the school website. We would be grateful if you could go through the regulations with your child to ensure they know what is expected of them, as any breach in examination regulations will be reported to the Examination Board and may result in disqualification.

**Distribution of Results**

Results may be collected from myself at the school on the following dates:-

A2/AS Level Examinations - Thursday 16<sup>th</sup> August 2018

- Year 13 from 8.30am
- Year 12 from 10.00am until 12.00

GCSE Examinations - Thursday 23<sup>th</sup> August 2018 – 9.30am to 11.00am

Results not collected during the above time will be posted on results day. *Under no circumstances will results be transmitted by telephone or by email.* Collection of results other than by the candidate concerned, must be by an adult and covered by a letter of authorisation from the candidate including a telephone number the candidate can be reached on to confirm collection arrangements.

**Certificates and Coursework**

Certificates and any coursework other than art, may be collected from the school on the evening of Wednesday 7<sup>th</sup> November 2018 from 3.30pm until 5pm. If the collection of certificates will be by somebody other than the candidate, they must bring a letter of authorisation signed by the candidate. Artwork will be available for collection after the art exhibition.

Finally, may I take this opportunity to wish your child all the very best for the forthcoming examinations.

Yours faithfully

  
Mrs Wendy Johnson  
Examinations Officer