



# PARMITER'S SCHOOL

FOUNDED 1681

Headmaster: Mr M Jones BA MEd

7 February 2024

To Year 11 students and their parents/carers

## GCSE Statement of Entry, Key Dates and Examination Policies

This week, students will be issued with their Statement of Entry for the Summer 2024 GCSE examinations. These will be issued via form tutors. **It is important that all students collect their entry statement.**

Students must check the following information on their entry statement:

- Name on Certificates. This must be their legal name and match the name given on their passport and/or other legal identity documents.
- Date of Birth
- Exam entries. Are all subjects shown? Are they the correct papers?

Please note that the Statements of Entry are doubled sided - please check the information on both sides of the sheet.

Any queries, omissions or amendments must be reported to Mrs Hicks, Exams Officer, **by Monday 12 February 2024**. Students are welcome to see Mrs Hicks or e-mail [l.hicks@parmiters.herts.sch.uk](mailto:l.hicks@parmiters.herts.sch.uk). If any amendments received after this date incur a fee from the exam boards, the cost will be passed on to students.

The Statement of Entry shows:

- The date, time and duration (in minutes) of each written examination.
- NEA (coursework) units that students are entered for. These are listed as 'not timetabled' as students complete this work over the course of Year 10 and/or Year 11.
- Practical and/or oral units that students are entered for. These are listed as 'centre timetabled' as these are timetabled by the school and in line with the availability of any visiting examiners. The dates are:
  - **GCSE Food Preparation & Nutrition:** Monday 18 March or Wednesday 20 March 2024 (students will be allocated one session).
  - **GCSE Art & Art Textiles:** Wednesday 17 & Thursday 18 April 2024.
  - **GCSE MFL Orals:** Monday 22 April – Friday 3 May 2024. Students will be informed of the exact date by their teacher.
  - **GCSE Drama:** Thursday 21 & Friday 22 March 2024 (students will be allocated one of the days).
  - **GCSE PE moderation:** to be confirmed. This usually takes place in April, but the date will be issued to us by the visiting moderator from the exam board.

If you have examination clashes (two examinations at the same time) showing on your Statement of Entry, don't worry. This clash will be resolved in due course, with one examination moving earlier or later in the day.

*Nemo sibi nascitur:*

*Our values of community, aspiration and opportunity enable every individual to grow and flourish*

For Mathematics, Science and Languages (French, German and Spanish) students are entered for either the Higher Tier or Foundation Tier. The tier of entry shown on the Statement of Entry is based on the current information available to teachers. The tier of entry can be changed, free of charge, up until early April. If you have a query about the tier of entry for any of these subjects, please get in touch with the appropriate person as detailed below:

- Mathematics: Miss Chapman, Head of Maths
- Science: Dr Boorman, Head of Science
- Languages: your child's language teacher

Students entered for GCSE History will see that the component papers of Paper 2, Henry VIII and his Ministers and Superpower Relations and the Cold War, show a duration of zero minutes. This is just the way the software lists the papers. To clarify, students have one examination during the afternoon of 4 June 2024 that covers these two topic areas. The examination is 1 hour 45 minutes.

Prior to the start of the written examinations, students will receive a further copy of their timetable giving details of the location of their examination and their seat number.

You will be informed via e-mail when any documentation, with regard to public examinations, is issued to students.

### **Key dates & other documents related to examinations**

As well as the dates of the actual examinations, there are a number of key dates you should be aware of:

- GCSE written examinations in the subjects taught at Parmiter's start on Thursday 9 May 2024.
- Year 11 students will **stand down** (go on study leave) on Wednesday 8 May. They will attend school on Wednesday 8 May as usual. Further details of the day will be shared in due course. Please be aware that we reserve the right to cancel study leave for any individual, or group of students.
- Practical and oral examinations will take place before written examinations, as listed earlier in this letter.
- The **contingency dates for Summer 2024** are:
  - Afternoon of Thursday 6 June
  - Afternoon of Thursday 13 June
  - All day on Wednesday 26 June

These contingency days will be used for any written examinations that need to be rescheduled 'in the event of widespread, sustained national or local disruption to examinations during the Summer 2024 examination series'. Students should be aware that they may be required to sit examinations at any of these times and must ensure they are available on these dates. **Please specifically note the later date, as this falls outside the main window of examinations.**

**Examination results** will be released to students on Thursday 22 August 2024. Students are not required to attend school in person to collect results, but must ensure they are able to contact the school should they need advice about their next steps.

Please also note the following dates:

- Thursday 20 June: Sixth Form Conference
- Friday 28 June: Year 11 Prom

Further details about both events will be shared in due course.

We would like to take this opportunity to inform you that the following documents are available on the school website:

- JCQ Privacy Notice
- Public Examinations Policy
- Internal Appeals Policy (this includes the policy for appealing against a penalty for malpractice, appealing against the school's decision in relation to an enquiry about results and appealing against the mark awarded by the school for an internally assessed component).

If you have any questions with regard to examinations, please contact Mrs Hicks, Exams Officer, in the first instance. Her e-mail address is: [l.hicks@parmiters.herts.sch.uk](mailto:l.hicks@parmiters.herts.sch.uk).

Kind regards

A handwritten signature in black ink, appearing to read 'E Berks', with a stylized flourish at the end.

Mrs E Berks  
Deputy Headteacher