



PARMITER'S SCHOOL

FOUNDED 1681

Headmaster: Mr M Jones BA MEd

13 February 2024

To Year 13 students and their parents/carers

A Level Statement of Entry, Key Dates and Examination Policies

This week, students will be issued their Statement of Entry for the Summer 2024 A Level examinations via form tutors. If any student does not receive their statement of entry during registration, they should collect it from their register tray. **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?

Any queries, omissions or amendments must be reported to Mrs Hicks, Exams Officer, **by Thursday 15 February 2024**. Students are welcome to see Mrs Hicks or e-mail 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 12 and/or Year 13.
- 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:
 - **A Level Art & Photography:** Tuesday 30 April - Thursday 2 May 2024
 - **A Level MFL Orals - French:** Tuesday 7 May 2024
 - **A Level MFL Orals - German:** Wednesday 8 May 2024
 - **A Level Drama:** Friday 15 March 2024
 - **A Level 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 exams 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.

If any examinations show a duration of zero minutes, this is because they are the component papers within one unit of the course, e.g. in Maths students sit a Statistics & Mechanics paper which is 120 minutes long - this is made up of component 9MA0 31 and 9MA0 32 which, confusingly, show as zero minutes. Students actually have 120 minutes to complete both of these component papers.

Nemo sibi nascitur:

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

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 email 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:

- Year 13 students will **stand down (go on study leave)** from approximately noon on Friday 10 May 2024; their final day of lessons will be Thursday 9 May and a stand down celebration will take place on Friday morning. Full details of the stand down procedures will be provided nearer to the time.
- A Level written examinations in the subjects taught at Parmiter's start on Tuesday 14 May 2024.
- 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 15 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.

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.

Kind regards



Mrs E Berks
Deputy Headteacher