



PARMITER'S SCHOOL

FOUNDED 1681

Headmaster: Mr M Jones BA MEd

26 January 2023

To Year 13 students and their parents/carers

Statement of Entry & Exam Policies

This week, students will be issued with their Statement of Entry for the Summer 2023 A Level examinations. These will be issued 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 Monday 6 February 2023**. 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 email sent on 23 January 2023 gives the dates of those that have already been scheduled.

If you have exam 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.

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.

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.

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