



PARMITER'S SCHOOL

FOUNDED 1681

Headmaster: Mr M Jones BA MEd

28th January 2020

To students in Year 13 and their parents/carers

Year 13 A Level Examinations - Statements of Entry

As we move towards this summer's A Level examinations, please see the letter detailing some key information relating to public examinations, stand down, school events and examination results. In addition to this, the below text provides information about statements of entry.

Students have now been issued with their statement of entry for this summer's public examinations. If they have not, they must see their form tutor as soon as possible. All students must check these statements, ensuring the following details are correct:

- Name on certificates (this should be your full legal name as shown on your passport)
- Date of Birth
- Entries: all qualifications on your statement will show an overall subject entry AND an entry for each unit.

If there is a mistake with entries and/or personal details, you must inform Miss Roberts by Monday 10th February. Amendments after this date will incur a charge.

The statement of entry shows the dates of the examinations. Prior to the start of public examinations, students will receive a copy of their final timetable giving details of the location of their examinations and their seat number. If there is an examination clash (two exams at the same time) one of the examinations will be moved to an earlier/later session on the same day. This must be done in line with examination board guidelines and the final timetable will show the schedule to be followed. Any student with rescheduled examinations will have to go into supervised isolation between the morning and the afternoon session; further details on this will be provided nearer to exam time.

Students sitting A Level Mathematics will note that their Statistics & Mechanics examination on 12 June 2020 appears to be listed three times on the statement of entry; this is not a mistake and is just a reflection of the way the entries are made. The Statistics and Mechanics paper are both completed in the 2 hour session, with students choosing how long they spend on each section of the paper.

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

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

- CQ Privacy Notice
- Examination 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 Public Examinations, please contact Miss Roberts, Examination Officer, in the first instance. Her e-mail address is: d.roberts@parmiters.herts.sch.uk.

Kind regards

Mrs E Berks
Deputy Headteacher