



PARMITER'S SCHOOL

FOUNDED 1681

Headmaster: Mr M Jones BA MEd

27 January 2023

To Year 11 students and their parents/carers

GCSE Statements of Entry & Exam Policies

This week, students will be issued with their Statement of Entry for the Summer 2023 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 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 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: Tuesday 21 March 2023
- GCSE Art & Art Textiles: Wednesday 19 & Thursday 20 April 2023
- GCSE MFL Orals: 24 April - 10 May 2023. Students will be informed of the exact date by their teacher.
- GCSE Drama: Monday 6 March 2023
- 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 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.

For Maths, 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 mid 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:

- Maths: 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 7 June 2023 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.

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