

Wednesday, 13 January 2010

Dear Parent/Carer and Candidate,

GCSE Examinations - Summer 2010

The school has entered your son/daughter for the external examinations in the subjects shown on the attached sheet. Would you please check that the list of subjects shown is correct and, where applicable, that the tier or option is accurate. Note that some subjects may have a number of entries e.g for coursework – this is correct.

Please also check that all the personal details, including the spelling of the name, date of birth etc. are correct as this information will ultimately appear on examination certificates. First names, in particular, should be in full and not an abbreviated or preferred version (e.g. Samantha or Samuel not Sam, Wesley not Wez). Don't forget middle names.

Please remember that the exam boards will issue certificates showing the candidate's **legal surname not preferred surname**.

The entry fees for these examinations will be paid by the school, and the total cost to the school will be in the region of £80,000. The average cost per pupil is over £250. We would be grateful for your co-operation in ensuring proper preparation and attendance for these examinations.

A pupil who is unable to sit an examination as a result of personal illness or accident must provide appropriate medical evidence to support an application for **special consideration** to the examining body.

Please return the attached (yellow) pro-forma to your form tutor by **Monday 22nd February**. Our final deadline for amending entries is Monday 29th March.

Yours sincerely,

Mr. A. Craven
Examinations Manager

External Examinations Summer 2010

Please complete and return this form to your Form Tutor by Monday 22nd February

I have received and checked the notification of my son/daughter's entry for external examinations.

Pupil's name

Please put in capital letters

First name:

Middle name(s):

Surname:

Form:

**Is this name different in any way from the name appearing on the Statement of Entry?
YES/NO**

I have checked the entries and no amendments are needed.

I have checked the entries and request the following amendments

Signature of Parent/Carer:

Date: