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THE COOPERS' COMPANY AND COBORN SCHOOL

Love as Brethren

Headteacher: Ms Sue Hay, BA(Hons), PGDip, NPQH

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February 2020

Dear Parent / Carer,

Re: YEAR 13 - SUMMER EXAMINATIONS 2020

The attached information includes all of the examinations / qualifications your child is entered for in Summer 2020. The Statement of Entry (green sheet) shows details of the all the units and certification entries that have been made by the school on behalf of your child.

There will be a date and time for those units that are assessed with an external written exam (pink sheet). At a later date your child will receive details of the location and seat number for each of these examinations.

Some units are NEA (non-examined assessments) and these will not appear on your child's individual timetable. The deadline dates for NEA components are set by subject departments and must be adhered to. Your child will be notified of their marks for any NEA prior to submission to the exam boards.

Details of venues and resolutions of any clashes (where two or more exams are scheduled to start at the same time) will be provided to the affected students nearer the time.

Please ensure all personal details are checked on the enclosed timetable, i.e., spelling of legal forename and surname (this is how it will appear on examination certificates) and date of birth. Also check that all subjects appear on the timetable for which your child is expecting to be entered. If anything is incorrect, please contact either Mrs. Titley or Mrs. Butler, via email or telephone immediately.

This year, written examinations will begin on **Monday 11th May** and continue up to and including **Wednesday 24th June 2020**. As previously advised earlier on in the academic year, the school has a duty to ensure that both students and parents are aware that the awarding bodies have designated Wednesday 24th June as a 'contingency day' for examinations. The designation of the 'contingency day' within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations. Therefore, students **must** remain available until Wednesday 24th June 2020 should an awarding body need to invoke its contingency plan.

Attendance to all examinations is **compulsory**. Students who do not attend without **supporting appropriate evidence** will obtain 'No Result' and may be expected to pay the cost of the entry fee which is determined by the examination board.

Students must bring their own equipment required for every exam and they must **arrive on time**. Students will not be allowed to leave the exam until the full time duration has lapsed. As these are public exams, start times or sessions cannot be changed to suit the school or individual students.

P.T.O

It is important that your child reads and fully understands all JCQ regulations exam protocol which can be found on the school's website via: -

<https://www.cooperscoborn.org.uk/examinations/>

Please do not hesitate to contact the exams office if you have any queries. May I take this opportunity to wish your child good luck with all their future exams.

Yours faithfully,



Mrs. A. Titley

Examinations and Data Manager

Encs. Statement of Entry - green sheet
Individual Candidate Timetable – pink sheet