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THE COOPERS' COMPANY AND COBORN SCHOOL

Love as Brethren

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

St Mary's Lane, Upminster, Essex RM14 3HS

| Tel: 01708 250500 | Email: info@cooperscoborn.org.uk | Website: www.cooperscoborn.org.uk |

February 2024

Dear Parent / Carer,

Re: YEAR 13 - SUMMER EXAMINATIONS 2024

As we approach the upcoming summer 2024 exam series, we would like to take a moment to share some important information with you.

Please find attached information detailing the examinations/qualifications your child is entered for during this examination period. The 'Statement of Entry' (yellow sheet) shows details of the all the units and certification entries that have been made by the school on behalf of your child. This document will also illustrate the date and time for those units that are assessed with an external written exam.

It is a difficult balancing act for us explaining the importance of these examinations, whilst not creating undue stress and anxiety for your son / daughter. Detailed below are some key pieces of information:

- Please ensure all personal details are checked on the enclosed Statement of Entry, i.e., spelling of **legal** forename and surname (this is how it will appear on examination certificates) and date of birth. Can we ask that you stress to your child, the importance of writing their legal names (both forename and surname) on all exam related material.
- Please 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.
- 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.
- At a later date and in an attempt to reduce our carbon footprint, we will be emailing your child's final exam timetable (sent from noreply@schoolworkspace.co.uk) to both students and parents. Please stress on your child the importance of checking their school email account on a regular basis as the timetable will be a live document and therefore could be subject to change.
- The final timetable will illustrate the exam subject information, dates, times, location and seat number for each exam.
- This year, written examinations will begin on **Thursday 9th May** and continue up to and including **Wednesday 26th June 2024**. As previously advised earlier in the academic year, the school has a duty to ensure that both students and parents are aware that the awarding bodies have designated a contingency period up to and including Wednesday 26th June for examinations. The designation of the 'contingency period' 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 26th June 2024 should an awarding body need to invoke its contingency plan.
- 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.

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- As advised previously, it is important that your child reads and fully understands all exam protocol and reads the exam literature that can be found on the [school's website](#).

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 - yellow sheet