

February 16th 2018

Dear Parent/Carer

Re: Summer 2018 GCSE & A Level examination timetables

Please find attached with this letter, **two** copies of your son/daughter's first draft personalised Summer 2018 Examination Timetable which shows the date and time of all their **written examinations** as scheduled by the Examination Board.

All public Examinations are regulated by the Joint Council for Qualifications (JCQ) and there are very strict regulations regarding the timetabling of the examinations as well as strict codes of conduct during the exams.

Please would you carefully check this timetable with your child, to ensure that all the subjects listed and any tiers of entry (where applicable) are correct. One copy of the timetable should be kept; the second copy is to be returned to school signed and dated as indicated at the bottom to confirm that your child's examination entries are correct. Should you have any queries or notice any discrepancies, please contact the Exams Officer (Mrs Debra Watkins) as soon as possible at the following email address: debrawatkins@chepstowschool.net or by telephoning the school on 01291 635777. **The signed copy of the timetable should be returned to school no later than 2nd March 2018.**

If your child is entitled to receive special consideration under the JCQ Access Arrangements, you will shortly receive a separate letter detailing the arrangements that are in place.

You may notice that your son/daughter has more than one examination scheduled at the same time on the same day. This is not unusual, and there are regulations that apply should this be the case. You will receive a separate communication if this applies to your child.

Also included with this letter are two copies of the timetable for all subjects where there is either a **Practical Assessment or Non Examination Assessment** unit which will form a significant part of the overall qualification. These exams are allowed to be scheduled by the school within a specific time frame set by the Examination Board. Please would you also carefully check this timetable with your child to ensure that all subjects listed are correct. One copy of the timetable should be kept, the second copy is to be returned to school signed and dated as indicated to confirm that your child's examination entries for this element are correct. Nearer the time, the subject teachers will advise students of the exact details for these examinations along with any other relevant details. Should you have any queries or notice any discrepancies, please contact the Exams Officer (Mrs Debra Watkins) as soon as possible at the following email address: debrawatkins@chepstowschool.net or by telephoning the school on 01291 635777. **The signed copy of the Practical Assessment or Non Examination Assessment timetable should also be returned to school no later than 2nd March 2018.**

All students will be given another **final personalised examination timetable** nearer the time of the start of the exam season, and this final timetable will show the revised start times of any clash examinations, as well as the examination venue and the students' seat number within the exam venue for all their examinations.

Also enclosed with this letter and timetables is a '**Guidance to Parents and Students**' booklet. It aims to address many of the frequently asked questions that you or your child might have regarding

examinations. The code of conduct for students (shown under the headings **Information for Candidates** and **Warning to Candidates**) is outlined at the back of this booklet. We would recommend you and your child read this information carefully, and we hope it helps to answer any queries you might have.

Should you have any further queries regarding any of the aforementioned information, please do not hesitate to contact either your child's Teacher for a subject related query or our Exams Officer.

Yours faithfully,

Claire Price

Head Teacher