

20th January 2017

Dear Parents/Carers

Re: Summer GCSE Examinations

Please find enclosed a copy of your child's draft timetable for their external GCSE and BTEC (if applicable) examinations this summer.

At this time I would like to ask you to carefully check that the personal information at the top is correct, as this is what will show on their certificates.

I would also like to draw your attention to the dates and times of each examination. The dates are set and cannot be changed. If they are timetabled to sit two examinations at the same time I will alter the time of one of these examinations in accordance with the rules set down by the Joint Council for Qualifications (JCQ).

If you have any queries regarding the tier of entry for an individual exam, you or your child can speak to their subject teacher, but the final decision will most likely be made after the Mock Examinations which are due to take place the week after February half term. Please remember that teaching staff will always enter their students for the tier that they believe will give them the chance for the best result.

Also accompanying this letter are some **JCQ documents** which must be read by both parents and students. I must stress the importance of the information contained within these documents as any breach of rules will be dealt with very seriously by the exam boards and could result in the loss of grades for a paper, a whole subject or for every exam taken this summer.

If you have any queries please do not hesitate to contact me at ltaylor@bedfordfreeschool.co.uk

Yours sincerely



Mrs Taylor
Examinations Officer

Enc.

