

April 2019

Dear Parent / Carer

Please find enclosed an examinations booklet for your son / daughter's external examinations, which will start in May 2019. This booklet contains important information, which is essential for your child.

On the reverse of this letter is an individual statement of entry, this list's all subjects and units that your child has been entered for this summer.

Please check all personal details are correct and correspond with those on your child's birth certificate, as this information will be used for the final examination certificates published in November.

Please complete the slip below and return to school by **Monday 22nd April**. Individual examination timetables will then be issued to students.

If you require any further information, please do not hesitate to contact me at school.

Yours sincerely

D. Ross
Associate Deputy Headteacher

On the reverse of this letter is your statement of entry. Please check that all personal details are correct and correspond with those on your birth certificate.

I confirm that all the details are correct. I have read the Notice to Candidates and agree to abide by all examination regulations. I understand that if I do not attend an examination, I will be liable for the examination fee. I understand that mobile phones and Smart watches are not allowed in the examination venue.

Student Name: _____ Form: _____

Student Signature: _____ Date: _____

ERROR SECTION

If an amendment is required, please print the correct version below in BLOCK CAPITALS

Surname: _____ **First Name (s):** _____

Date of Birth: _____

Exam Entry: _____