

April 2022

Dear Parent/Carer

**Re: Year 11 Official Awarding Body GCSE Examination Entries**

Please find enclosed a copy of your child's official statement of entry for the Summer 2022 external examination series.

All examinations will be held here at St Wilfrid's Academy. Please advise your child to check which room they will be taking their exam in on the Examinations and Assessment noticeboard situated on the Key Stage 4 corridor.

It is important that your child attends these examinations on the date and at the time noted as these **examinations cannot be rescheduled**. These examinations will take place under JCQ regulations and your child should be familiar with these from attending their mocks, which are held under the same conditions.

Your child will need to read the **JCQ 'Information for candidates'** documentation:

- On-screen Examinations
- Coursework Assessments
- Written Assessments
- Social Media
- Privacy Notice

This information can be found on our website [www.stwilfridsacademy.org.uk](http://www.stwilfridsacademy.org.uk) > Students > Exams > Exam Information: Parent/Carer Guides. This gives clear guidance as to the rules and regulations they must adhere to during the exams. Failure to follow these rules could result in their disqualification from one or all of the subjects for which they are sitting examinations.

**All students will need to sign a candidates declaration form to confirm they have read the JCQ Information for Candidates**

We know there is a lot to read on the 'Information for candidates' guidance but it's important that you do this with your child. Most importantly make sure your child knows:

- **Not to cheat**
- **Not to take anything into the exam room – everything needed for the exam will be provided**
- **Hand in their mobile phone and smart watch before the exam without any fuss. This will be handed back at the end**
- **Not to leave the exam room before they are told to because they may not be allowed back in**
- **If they wear a wristwatch - to take this off and lay it on their exam desk for the duration of the exam**
- **To raise their hand for help from staff during the exam**

If you have any queries, please do not hesitate to contact the school Exams Officer, your child's subject tutor or their Personal Learning Advocate. Thank you for working with us to support your child's education.

Yours Sincerely

Mr D Pittard  
Head of Academy