



FINHAM PARK
MULTI ACADEMY TRUST

14 February 2018

Re: GCE A/AS/Level 3 External Examinations: Summer 2018

Dear Parent/Guardian,

This week, your son/daughter will receive their individual exam timetable for their Summer exams. Students have been asked to check their timetable and inform the Exams Office (A22) of any amendments which need to be made.

In particular, students should check:

1. that their personal details at the head of the timetable are correct. This is important as these are the details which will appear on their final results certificates.
2. that they have been entered for the correct subjects and exams.
3. identify any exam "clashes" (occasions where they have more than one exam at the same time on the same day). If students do find an exam clash, they should see Mr Jeffreys or Mr Hunter in A22 (the Exams Office) to resolve this difficulty.

If students (usually Year 13) wish to retake any exams they took in Summer 2017, they should already have returned a re-take form with the appropriate payment. Please note that after 21st February, any late entries will incur late fees from the exam boards and late amendment fees apply from the beginning of the Summer Term. It is important, therefore, to correct any mistakes and make any amendments at this early stage, wherever possible. Re-take forms are available on the school website under the Parents/Exams link and from the Exams Office (A22).

A composite version of the A Level/Level 3 timetable, showing the venues for the exams, will be posted in mentor rooms, in prominent places around school and on the school website before the end of this term. Students will receive more detailed information about the arrangements for the exams in May and June at the start of the Summer term. The re-take form is available on the school website and from the Exams Office.

If you wish to discuss any of the matters above, please get in touch with me at school through any of the contact details at the foot of this letter.

Yours Sincerely,

Robin Jeffreys
Examinations Manager
email: exams@finhampark.co.uk

Tel: 02476418135 (ext 1238)

