



April 2018

Dear Parent/Carer

### Summer Examinations 2018

Please find enclosed:

- A copy of the Joint Council for Qualifications 'Information for Candidates' for written examinations
- A copy of the 'Exam Handbook 2017-18 Information for Students & Parents'
- Your son/daughter's Individual Summer 2018 Examination Timetable

Please check the Examination Timetable with your daughter to ensure that she is entered for the correct subjects being studied. If there is a query, please ask them to speak to their subject teacher immediately.

Also enclosed is a copy of the Joint Council for Qualifications 'Information for Candidates' which sets out the regulations that must be followed by candidates when sitting examinations. Failure to do so could mean they are disqualified from receiving any marks for a component or an overall grade. Please ensure your son/daughter understands these fully before the examinations begin and arrives on time for each examination.

**MOBILE PHONES, IPODS, IWATCHES, SMARTWATCHES, MP3/4 PLAYERS ARE PROHIBITED. ANY POTENTIAL TECHNOLOGICAL/WEB ENABLED SOURCES OF INFORMATION OR PRODUCTS WITH AN ELECTRONIC COMMUNICATION/STORAGE DEVICE OR DIGITAL FACILITY ARE ALSO PROHIBITED AND SHOULD NOT BE IN THE POSSESSION OF CANDIDATES WHEN SITTING EXAMINATIONS**

**Possession of unauthorised items is an infringement of the regulations and will be reported to the examination board. This could result in DISQUALIFICATION from the examination and disqualification from the overall qualification**

Could I also remind you that failure to turn up for an examination could mean a payment of up to £40 to cover the cost of the entry fee for each examination missed. Examination dates are set by examination boards and cannot be moved. **Please ensure that you do not book a holiday or make medical and dental appointments during this time.**



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[www.thevictoryacademy.org.uk](http://www.thevictoryacademy.org.uk)

Principal: Ms M Gage BA (Hons)  
Chief Executive Officer: Mr S Gardner BA (Hons) MSc NPQH LLE

Magpie Hall Road, Chatham,  
Kent, ME4 5JB

T: 01634 303005  
E: [office@thevictoryacademy.org.uk](mailto:office@thevictoryacademy.org.uk)

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Please sign the attached slip below and return to myself by 27 April 2018. This is to confirm you have received this letter and the Individual Candidate Timetable.

I wish your son/daughter every success in their forthcoming examinations and hope you will support them in revising hard and preparing fully for them.

Yours sincerely

Ms T Littlemore  
Examinations Officer

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***To be returned to the Examinations Officer***

Name of Student .....Year/Form Group .....

I confirm receipt of the letter and timetable for the Summer 2018 Public Examinations. My son/daughter has read and understood the copy of the Joint Council for Qualifications 'Information for Candidates' and I am aware that there may be a fee charged for any missed examinations.

Signature of Parent/Carer ..... Date.....



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