



October 2023

Dear Parents/Carers

YEAR 11 2023 – 2024 EXTERNAL EXAMINATIONS

As you will appreciate, it is necessary for us to start planning for the external examinations which take place during 2023-2024. There are some important items below we would like to share with you.

Legal Leaving Date

Students in Year 11 will receive their National Insurance number shortly before their sixteenth birthday. This does not mean students can leave school immediately to take up employment - this point is explained in the literature received with the NI number. The legal position is this:-

There is only one official, national leaving date, that being the last Friday in June (Friday 28 June 2024). Students cannot take up full-time employment (with training) before that date.

Examinations

During the examination period, until the leaving date above, all students will be expected to attend school. The school timetable will be reconstructed as the exams approach to ensure that there are an effective series of revision sessions to support our Year 11 students.

The total cost of these examinations is at least £300 per student, dependent on the type of qualifications taken. We will seek re-imburement from parents of students if in the opinion of the school an examination has not been sat without good reason. You will understand that once a student has been entered for an examination the fee still has to be paid even if he/she fails to turn up for any of the examination papers.

The Education Act does give school governors the right to seek compensation from parents if necessary. We urge you to consider this issue carefully before committing your support for your son or daughter's examination entries.

Please note that if the name of child is different to that on his/her birth certificate you will need to ensure that the school has copies of the relevant documents showing the legal name which will be printed on the examination certificate. Once certificates have been issued by the Awarding Bodies, they cannot be changed later on, even if a change of name by Deed Poll is completed. *Do be aware that there can be problems with potential employers if the name shown on an examination certificate differs to that on a birth certificate.*

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What is a Unique Learner Number (ULN)?

When a student reaches Year 9 they are issued with a Unique Learner Number (ULN) which is used to register and make exam entries with awarding bodies. The ULN is used by the education sector to share personal learning records and ensure that the correct information is recorded in the correct learning record. More information can be found here: (<https://www.gov.uk/guidance/how-to-access-your-personal-learning-record>)

The ULN allows the Personal Learning Record (PLR) to be populated with verified achievements as Learners move through their lifelong educational journey. Using the ULN will help learners by: speeding up HE and FE applications and admissions, as well as making it possible for individuals to demonstrate qualifications to a potential employer.

What is a Personal Learning Record (PLR)?

The personal learning record (PLR) allows individual learners access to their past and current achievement records.

It can also allow an individual learner to share their PLR with a careers advisor when taking advice on what to do in future.

The PLR can be obtained by filling in an access request form ("My personal learning record form" on the landing page for the previous link above).

This Privacy Notice explains how a student's data will be shared:-

Privacy Notice for: pupils, students, learners and trainees

The information you supply is used by the Education and Skills Funding Agency, an executive agency of the Department for Education (DfE), to issue you with a Unique Learner Number (ULN) and to create your Personal Learning Record, as part of the functions of the DfE. For more information about how your information is processed, and to access your Personal Learning Record, please refer to: <https://www.gov.uk/government/publications/lrs-privacy-notices>.

Examinations Timetable and Examinations Guidance for Parents and Students

The most up-to-date versions will be available on the school <https://www.scalby.coastandvale.academy/for-parents-and-carers/examinations/>

It is important that parents and students are aware of the information in these documents, as it may help reduce concerns during examinations. If you require a paper copy, please contact Mrs Clark via exams@sc.coastandvale.academy



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Candidates are informed (before they sit their exams) of

- when, where and with whom they will have the opportunity to discuss their results
 - Candidates may discuss their results with their subject teacher in school on results day or the days immediately following by appointment with individual members of teaching staff
 - GCSE Results Day is Thursday 22 August 2024
- the post-results services (PRS) that will be made available to them by awarding bodies
 - post-results services (PRS) available are:
 - **Reviews of Results (RoRs)**
 - Service 1: Clerical re-check or Service 1 with an ATS copy of re-checked script
 - Service 2: Review of marking or Service 2 with an ATS copy of reviewed script
 - Priority Service 2: Review of marking or Priority Service 2 with an ATS copy of reviewed script
 - Service 3: Review of moderation
 - **Appeals**
 - Following the outcome of RoRs
 - **Access to Scripts (ATS)**
 - Copies of scripts to support reviews of marking (priority service)
 - Copies of scripts to support teaching and learning (non-priority service)
- how they request a service
 - To request a PRS candidates should complete the request form indicating the service required and transfer the fees via Bacs to the Scalby Learning Trust. Contact Mrs Clark via exams@sc.coastandvale.academy for payment details.
- the deadlines that have to be met
 - Deadlines are included on the rear of the request form, however candidates should be aware that the deadlines are very short and any delay in submitting forms may result in the deadline being missed
 - In the event of a form being received after the deadline, the payment will be returned and no application made for the service
- the fees that will be charged
 - Details of the fees charged by the awarding bodies are included on the request form.
 - In the event of a grade being uplifted, the awarding body will not make a charge, in this instance your payment will be refunded.
- how they are informed of the outcome of their request
 - Candidates will be notified in writing of the outcome once they are received back from the awarding bodies.
 - It is not possible to state how long outcomes will take to be received, the time varies depending on how many requests are made countrywide and how many staff the awarding bodies have available to process the requests.
- the internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a review of results or an appeal
 - Candidates will be given guidance on whether their request is likely to be successful in receiving an uplift in grade. Where staff feel that there is a reduced chance of success in



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achieving an increased grade, or that there is a risk in receiving a lowered grade, it may well be that the review of results or appeal is not supported.

- If a candidate feels that their request has not been supported in a fair manner there is an appeals procedure available to take the matter forward. A copy of the internal appeals procedure can be obtained from the exams office.

CONDITIONS OF ENTRY

- 1.** Students will be entered for GCSE and other external examinations in those subjects where sufficient effort and progress has been made to justify entry. The school reserves the right to withdraw entry at any date up until the actual examination. (To place this in context over 99% of students were entered for examinations in the summer of last year.)
- 2.** If a student's attendance or progress with non-examination assessment completion is poor the school may request a deposit (refundable on successful completion of the course) before an entry is made.
- 3.** If a student fails to complete the final examination without good reason the school will seek compensation from his/her parents. The school may also do so if non-examination assessment is not completed without good reason.
- 4.** Students are expected to return textbooks, other school resources and settle any outstanding sums of money before they leave school.

We are confident that you appreciate the need to provide good value for money, and thus will regard these conditions as reasonable. Certainly, this has not been an issue in the past.

Finally, you need to be aware that current regulations prevent young people from claiming income support. If students remain at school to take examinations in the summer term parents may claim child benefit until the end of the calendar year unless employment or a training scheme is undertaken. These regulations may change.

Yours sincerely

Chris Robertson
Headteacher