



February 2024

Dear Parent(s)/Guardian(s) and Student

Examinations Summer 2024

The enclosed Candidate Statement of Entry gives personal details of your student and the examinations Scalby School has arranged for Summer 2024.

Please check the following details shown on the Statement of Entry carefully:

1. "Name on Certificates" and "Date of Birth". These will be printed on certificates.
2. The list of examination subjects.

Queries regarding subjects entered and tiers should be discussed with subject teachers. Please note if the name of your student is different to that on their 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.*

Discrepancies regarding name or date of birth should be reported to Mrs S Clark as soon as possible in writing along with documentary evidence of any changes to be made (if appropriate).

The school website <https://www.scalby.coastandvale.academy/for-parents-and-carers/examinations/> contains all the information you need, including the current school exam timetable, regulatory information, policies and key documents, information videos and revision tips.

Yours sincerely

Sarah Clark (Mrs)
Examinations Manager

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