

Tuesday 8th September 2020

Dear Student

If you wish to be entered for any GCSE exam in the November exam series, please complete the form below and return to Helena Purcell (Exams Manager) on h.purcell@smithswood.fmat.co.uk or by post to the above address by Thursday 17th September at 4pm. Please note the following:

- To achieve a GCSE in any subject you will have to sit all examinations in that subject, failure to sit any exam in a subject will result in a U grade being awarded by the relevant exam board;
- The Academy will fund all exam entries providing that we are notified by the above deadline. Entries requested after this date will incur an additional charge that the Academy will not fund;
- When all exam entries are processed, we will notify you of the arrangements for your examinations. Exams will start on Tuesday 3rd November and all dates are set by the relevant exam board.

If you have any questions please do not hesitate to contact Mr Cornell (Deputy Head of Academy) on r.cornell@smithswood.fmat.co.uk.

Yours faithfully

Mr R Cornell
Deputy Head of Academy

GCSE EXTERNAL EXAMINATIONS – AUTUMN 2020

This form must be returned to Helena Purcell (Exams Manager) on

h.purcell@smithswood.fmat.co.uk or by post by the 17th

September 2020 at 4pm.

CANDIDATE NAME	
CANDIDATE NUMBER	
SUBJECT	

The Academy will pay for all exam entries unless the deadline above is missed.

Signed by Student	
Date	

EXAM OFFICE USE ONLY	
Entry Made	
To be cashed in	Y/N Cash in code: