

31<sup>st</sup> January 2018

Dear Parent/Carer,

**IMPORTANT: Statement of entries for examinations - Summer 2018**

Please find attached two copies of your child's statement of entry for examinations this summer: one pink and one white. On the reverse you will find exam information for candidates issued by the JCQ (Joint Council for Qualifications), which must be adhered to for all examinations.

Please ensure that the statement of entry is checked thoroughly, then please sign the **pink copy** and ensure it is returned to the Exams Officer (Main Reception) by **Monday 5<sup>th</sup> February 2018**. You can keep the white copy for your information.

The exam entry information we provide to the examination boards needs to be accurate. With this in mind, please can **you and your child** check the following:

- **Name** (this must be your child's legal name)
- **Date of birth**
- **Subjects entered** (For further information about exam entry codes please see our website for a full listing: <http://hydecommunitycollege.org.uk/examinations-summer-exams-2017/>)
- **Level of entry** (foundation or higher, where appropriate)

**If there are any errors, you must notify the Exams Officer by Monday 5<sup>th</sup> February 2018.**

If the name or date of birth is incorrect, your child must bring me either their birth certificate or passport by **Monday 5<sup>th</sup> February 2018**. I am unable to amend this information without official documentation.

Exam information is also available on our website and is updated regularly ([www.hydecommunitycollege.org.uk](http://www.hydecommunitycollege.org.uk)).

Many thanks for your help.

Yours faithfully,

Rachel Fawcett  
Exams Officer