



# Oakdale Comprehensive School

## Ysgol Gyfun Oakdale

### YEAR 11 GCSE EXAMINATIONS

Dear Parents/ Guardians

Shortly your son/daughter will be beginning their GCSE examinations. It is necessary to inform you of the following.

- By Friday 16<sup>th</sup> May your son/daughter will have been informed of the mark, which he/she has been awarded by his/her teacher for the coursework component of the subject, which he/she is studying. However, you must bear in mind that these marks have yet to be verified by the examination Awarding Body. If you or your son/daughter do not agree with these marks, you are entitled to query it with the school. Hopefully, queries can be resolved amicably, but I must draw to your attention that the school has an Internal Assessment Appeals Procedure. If you wish to make use of this facility, then the deadline for receiving appeals in writing is 23<sup>th</sup> May 2008. All appeals should be forwarded to Mr M Storey who is the designated member of school staff responsible for this facility. On receipt of any appeal you will be informed of the appeal process, which includes the opportunity of a personal hearing.
- The release of the results of the Summer GCSE examinations will be on Thursday 21<sup>st</sup> August. Pupils will be able to collect their results from school between 10.00.a.m. and 12.00.noon. No results will be given over the telephone. If candidates are unable to collect their results on the day, they can be posted (stamped/addressed envelope required), or collected when the school resumes on Monday 1<sup>st</sup> September.
- If any candidate has a query regarding the grade awarded by the Awarding Body, the following 'enquiry service' is available.
  - \* Service 1 – a clerical re-check and a statement of the marks.
  - \* Service 2 – A clerical re-check, a remark and a statement of the marks by component.

**Oakdale Comprehensive School – Ysgol Gyfun Oakdale**  
Head Teacher / Prifathro – Mr C M David BA/M.Sc.

**Penmaen Road – Oakdale – Blackwood – Gwent – NP12 0DT**

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All queries regarding the awarded grade must be made via school, and the Awarding Body for this facility makes a charge. Please note that 20<sup>th</sup> September is the last date for requests for either of the above services.

- Please ensure that your son/daughter attends on the correct day and at the appropriate time for all examinations – look carefully at the timetables provided by the awarding Bodies.
- It is each candidate's responsibility to bring to each examination the appropriate equipment that he/she will require – pen (blue or black), pencil rubber, ruler, coloured pencils, protractor, compass and calculator.
- **REMINDER – NO MOBILE PHONES ARE ALLOWED IN THE EXAMINATION ROOM – IF CANDIDATES ARE IN POSSESSION OF A MOBILE PHONE IN THE EXAMINATION ROOM THEY WILL BE DISQUALIFIED.**

If you require any further information regarding the forthcoming examinations, please contact Mrs K Conway who is the Head of Year for Year 11.