



10 February 2023

Dear [RecipientTitle] [RecipientSurname]

GCSE and Vocational Qualification Entries

The GCSE and vocational qualification entries and examination timetables, for summer 2023 qualifications have now been given to students via their tutor. Exam timetables and confirmation of entries can also be found on [My Child at School \(MCAS\)](#) and the [Student Portal](#). Please check the entries with [StudentForename] carefully. The name and date of birth shown at the top of the entries, is the name and date of birth that will be printed on the certificates, and should be [StudentForename]'s legal name and correct date of birth. Please note there is a limit of 40 characters which can be printed on certificates. You should let me know immediately of any error or omission in any of these details. Please confirm [here](#) receipt of this email and that the details regarding examinations entries are correct by **Thursday 16 February 2023**. If [StudentForename] does have any queries about their entries they should speak to their teacher in the first instance.

In the event of a timetable clash where more than one examination is scheduled for the same date and time, if the total time is three hours or less the examinations will be sat consecutively. If the total time exceeds three hours, alternative arrangements will be made and communicated to you and [StudentForename] in due course.

Please make a special note of the examination dates and times as the College cannot assume responsibility for ensuring that students arrive on time for their examinations. It is the responsibility of parents and carers to ensure that their child knows the date and starting time of each examination as we cannot promise to make telephone calls in the event of students failing to arrive. Morning examinations begin at 8:50am and afternoon examinations at 1:10pm. Please note that some afternoon examinations will finish after 3:40pm and alternative travel arrangements to scholar buses may have to be made. Please also note that students are to wear College uniform for any revision sessions as well as for the examinations.

GCSE exams start on Monday 15 May. The exam boards have designated Wednesday 28 June 2023 as a contingency day for examinations, should there be any national or local disruption to examinations. Student must be available to sit an exam up to and including this date.

It is important that all students are aware of the exam regulations as set out by the Joint Council for Qualifications. Staff will talk to students about these as we approach the exams, but please also read the JCQ Information for Candidates policy with [StudentForename], which can be found [here](#).

If [StudentForename] is absent from an examination, or where controlled assessment requirements have not been met, the examination fee will become payable by yourselves. The only exception to this is where an examination has been missed through illness and a medical certificate is provided as evidence.

Examination results will be available for collection by students on the morning of **Thursday 24 August 2023** and will also be available to students via the Student Portal in the afternoon. It will not be possible for students to receive examination results over the phone. If [StudentForename] will not be able to collect their results or view them online, they can nominate someone to collect them on their behalf by informing College reception in writing, with the name of the person collecting the results for them. Staff will be in College to give advice to students in the light of their results. It is important to note that when controlled assessments are marked by a member of staff, the grades remain provisional until confirmed by the examination boards on 24 August.

Please do contact me if you have any queries and please confirm [here](#) receipt of this email and that the details regarding examinations entries are correct by **Thursday 16 February 2023**.

Yours sincerely

Mrs L Reynolds
Data and Examinations Manager