



The Astley Cooper School

Responsibility • Respect • Resilience

March 2024

Dear Parents/Carers,

Year 11 students have been issued with their individual timetable for this summer's written examinations.

Students have to be punctual to examinations and in full school uniform, with all appropriate equipment including a see-through pencil case and black pens. The time on the exam timetable is when the exams start so students are expected to be in school 10 minutes before this. Examination board regulations state that candidates **must not** have a mobile phone, watch, AirPods or MP3 player on them while sitting an examination, so please encourage your child to leave these at home.

If your child is unwell on the day of an examination, please contact me as a matter of urgency so that I can advise you on the procedures that need to be followed. If your child misses an examination without an acceptable reason, you may be charged for the cost of the exam (approximately £45).

On the school website there are 'Information for Candidates' documents which are issued by the Joint Council for Qualifications which gives information and advice for students during the examination period for both written and online examinations, use of social media during the exam period and the use of personal information by the exam boards so could you please read this with your child so that everyone is aware of the expectations and rules.

The Joint Council for Qualifications have decided that they need the option to postpone an exam (or exams) *"in the event of widespread, sustained national or local disruption to examinations during the June 2024 examination series"* and rearrange them for a later date to allow all students a fair and equal chance. The dates that have been set aside as the contingency day for GCSE and/or A Level (or equivalent) examinations are the afternoons of 6 and 13 June and Wednesday 26 June 2024. This means that all exam candidates **must be available to sit exams from the date of their first exam until Wednesday 26 June 2024**.

This decision is not a school decision and does apply to all candidates in all schools. Please make a note of the contingency exam dates in the event that an awarding body needs to invoke its contingency plan.

Results are in school on Thursday 22 August from 10.00 am. If you or your child is unable to be here, please ask your child to leave me with a stamped addressed envelope or an email address so that I can inform you of the results.

Yours sincerely,

Mrs DJ CANSICK
Examinations Officer

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