



SIR THOMAS BOTELER

CHURCH OF ENGLAND HIGH SCHOOL

THROUGH GOD, WE CARE

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THE CHURCH
OF ENGLAND
Diocese of Chester

JM/ADMIN/EXAMS/JANUARY2022/ENTRIES

November 2021

Dear parent/carer

BTEC/GCSE Examinations: January/February 2022

The January BTEC/ GCSE exams commence in 8 weeks' time and this is a very critical time in your child's education and future. This letter and the enclosed documents are extremely important so please read them carefully.

Personalised Exam Timetable

They have been issued with an individualised timetabled entries for January/February 2022 external examinations. It is strongly advised that the timetable is displayed in a prominent place and that you familiarise yourself with the dates and times of the exams. **Please can you check the details on the entry timetable** to ensure that the details are correct. (E.g. name, date of birth, level of entry etc.). Please note that only legal names will be shown on the certificates, not the preferred name. **Please inform me of any amendments that need to be made.**

The school pays the entry fees in the expectation that they will be present for the exam. If, during the examination period, you they are unable to attend for any exam session(s), please let the school know immediately with the reason. If non-attendance is due to illness, then a medical certificate from a G.P is required. If the absence is COVID related, then we will need proof of a positive PCR test so that the examining board can then make special provision when awarding a grade. Non-attendance for any other reason will result in the school charging you the relevant entry fee for each missed examination.

JCQ Information for Candidates

The Joint Council for Qualifications set the rules and regulations for delivering exams nationally. The enclosed document clearly states what candidates can and cannot do in an exam. Please ensure that you have read and understood the instructions.

Start Times

Morning exams start at 9am but students will need to be in school for registration at the normal time. Their form teacher will send them to the canteen at 8.45am. **Afternoon exams start at 1pm**



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(12.30 for BTEC Enterprise) and students must wait in the canteen after lunch where they will be escorted to the exam venue.

Equipment

All students are required to bring a black pen, pencil, ruler and eraser and any other equipment relevant for the exam (i.e. scientific calculator, compass, protractor etc.). Full uniform must be worn for the exams.

If you have any queries about the examinations, please contact me on 01925 636414 or email jmorris@boteler.org.uk

Yours faithfully

Miss J Morris
Exams Manager



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