



SIR THOMAS BOTELER

CHURCH OF ENGLAND HIGH SCHOOL

THROUGH GOD, WE CARE

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JM/ADMIN/EXAMS/SUMMER2022/ENTRIES

March 2022

Dear Parent

GCSE/ BTEC Examinations: Summer 2022

The summer GCSE/BTEC exams begin on Friday 13 May 2022 and this is the start of 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.

Exam Timetable

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. **Morning exams start at 9am and afternoon exams start at 1pm**, unless otherwise informed. Please ensure that your child arrives in school on time and ready for the exams. Late attendance to an exam may result in disqualification.

The school pays the entry fees in the expectation that students will be present for the exam. If, during the examination period, 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 their G.P is required. 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.**

Exam Contingency Day

A contingency date is a day specifically set aside, should sustained national or local disruption arise during the summer 2022 examination series. If disruption happens, the GCSE and/or BTEC examinations would be taken either for the first time or again on that day. **The contingency date for this year is Wednesday 29th June 2022. Your child must be available on that date.**

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.



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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.).

Uniform

Full uniform must be worn to all exams.

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

Yours faithfully

Miss J Morris
Exams Manager