



27th March 2025

Dear Parent/Carer

GCSE Examination Timetable and Important Information

I am writing to inform you that your child has been issued with their personal exam timetable for the upcoming GCSE examinations, which will begin the week commencing **Monday, 5th May 2025**. The exams will run up to and including **Friday, 20th June**, with a contingency date of **Wednesday, 25th June**. It is crucial that your child remains available until **Wednesday, 25th June**, in case the awarding body needs to invoke its contingency plan. ***It is therefore essential that no holidays or other activities are booked until after this date.*** Your child's exam timetable can be viewed by selecting 'Exam Timetables' from the left hand side of the screen in MCAS.

While there may be some alterations to the tiers of exams (e.g., Higher/Foundation), the exam dates will remain the same. The timetable that your child has been given is a summary for the qualifications they have been entered for. If you have any queries, please contact the exams department ASAP.

Key Information:

- 1. Examination Schedule:** Please ensure that you and your child are aware of the dates and times of each exam. Students will be issued with a **Candidate Information Booklet**, which outlines the required conduct during the exams. It is essential that this information is read carefully, as students are responsible for noting the dates and times of their exams. As part of the booklet, parents and students will be asked to complete a Candidate Declaration Form. This will ensure that all information has been received and understood.
- 2. Arrival Time:** Students should arrive at school by **8.30 a.m.** as usual. They will have a 'warm-up' session before their exam and then proceed to the exam hall/room that they have been allocated for a **9.00 a.m.** start.
- 3. Exam Regulations:**
 - Students must attend all examinations in **correct school uniform**.
 - **No food/sweets** will be allowed in the exam room. **Water** can be taken into the exam room in a clear bottle with all labels removed.
 - **No books, bags, or coats** of any kind may be brought into the examination room.
 - **Blazers** will need to be worn at all times in the exam room or should be left outside before the start of the exam. They may not be taken off during the exam and put on the back of chairs. **Pockets** will need to be emptied before entering the exam room.
 - **Fidget Toys** will need to be approved by the Exams Department.
 - **No mobile phones, iPods, MP3/4 players, smartwatches, or any other smart or electronic devices** may be taken into the exam room. If a phone rings during the exam, even if it's not on the student, they will be subject to penalties and possible disqualification by the examination board.



ST JOHN BOSCO ARTS COLLEGE

Telephone: 0151 330 5142

Email: enquiries@stjohnbosco.org.uk www.stjohnboscoartscollege.com

Storrington Avenue, Liverpool L11 9DQ

Headteacher: Mr Darren Gidman, BSc [Hons], NPQH



- **Toilet breaks** are not allowed during the first 30 minutes or the last 15 minutes of the exam. Permission to use the toilet will only be given to students who have a medical toilet pass.
 - Students are allowed to bring **pens, pencils, rulers, calculators**, etc., but these must be in a **clear plastic pencil case**.
 - Once students have been allocated their exam room this will remain the same throughout the exam series, except in exceptional circumstances. Students will only be allocated a small room due to Access Arrangements. If your child has been allocated a small room, they will already be aware of this.
 - If your child wears a wristwatch, they will be asked to remove it - digital or not.
4. **Absence Due to Illness:** If your child is unable to attend an exam due to illness, please inform the school as early as possible on the morning of the exam by calling **0151 330 5142** asking to speak to Mrs Graham (PPC Y11), the Exams Department or Mrs Sullivan (Assistant Headteacher). A **medical certificate** must be provided, and the awarding body will be notified accordingly. A decision will then be made by them around Special Consideration. Failure to follow this procedure will result in your child being marked absent without probable cause, and the school may request the exam fees from parents.
5. **GCSE Results:** Exam results will be available for collection from the school on **Thursday, 21st August** from **8.30 a.m.**

If you have any questions or concerns regarding your child's exams, please feel free to contact the Exams Department at **0151 330 5142**, where we will be happy to assist you.

Finally, we would like to wish your child the best of luck in their upcoming exams. We are confident that they will perform to the best of their abilities.

Thank you for your continued support.

Yours sincerely

T Hughes

Ms T Hughes
Exams Officer

D Moreland

Ms D Moreland
Exams Coordinator