

SHOEBURYNESS HIGH SCHOOL

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Headteacher: Mrs Teri-Leigh Jones

March 2024

Dear Parents

GCSE EXAMINATIONS: SUMMER 2024

The following information gives you details concerning this summer's examination procedures and the issue of results.

During the period of examinations Year 11 students **will not** be on study leave. Students remain in timetabled lessons or revision sessions until the end of the examination season.

It is essential that students refer to their individual timetable and the general school timetable so that they attend all examinations on the correct date, time and venue. If an examination is missed it **cannot be re-taken under any circumstances** and a charge will be made for the examination fee. The fee will be waived only in the case of serious illness, in which case a medical certificate must be sent to school on the day of the examination or as soon after as possible.

Where an afternoon exam finishes before 3.00pm students will be permitted to go home, once the exams have finished.

Each student has been issued with their personalised timetable and a booklet 'Guidance for Students & Parents-Examinations Summer 2024'. Please take the time to go through this booklet as it contains lots of useful information, regulations and frequently asked questions regarding the examination season.

Year 11 Examination Season

Thursday 2nd May – Thursday 20th June 2024 (Contingency day Wednesday 26th June 2024)

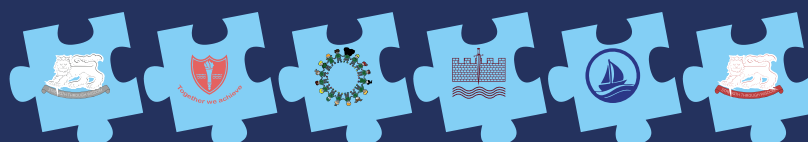
Results – Thursday 22nd August 2024

Results may be collected in person from school (canteen) between 9.00am and 10.30am

Results will only be given to the candidate unless **written permission** is given for someone else to collect them on their behalf. Results requested by telephone/email will not be accepted.

To receive results by post please supply an **A5 stamped addressed envelope** to the examinations office before the end of the summer term.

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Certificates by Post

If students are not returning to Year 12 at Shoeburyness High School they can choose to receive their GCSE certificates by post. Please provide your address and £3 (to cover postage & packing) to the Examinations Office before the end of the summer term. Certificates will be sent out in November once they are received in school. Alternatively, you can email Mrs Jane Day (jday@shoeburyness.secat.co.uk) after results day who will advise when your certificates will be ready for collection.

May I also take this opportunity to remind you that:

1. Students in Year 11 are required to wear full school uniform at all times during the examination season.
2. Examination timetables have been issued to all students. Students can view their entries via the Bromcom Student Portal. Parents can also view these entries via MCAS.
3. If students are late for an examination, the examination board has to be informed and may not accept their exam paper.
4. There are very strict exam board regulations regarding the possession of mobile phones, all watches and all electrical equipment. This includes any potential technological/web enabled sources of information. Any candidate found with a mobile phone, smart watch or other equipment on them during an examination, **whether in use or not**, will have it reported to the examination board. The most likely consequence of this is the cancellation of their paper.
5. Students should bring a complete set of stationery for their exam. Items should include **black** pens, pencils, ruler, eraser and calculator if appropriate. The school is instructed by all examining bodies that stationery/calculators must not be borrowed from other candidates during the course of an examination for any reason.
6. Candidates may bring a **bottle of water** to drink during their examinations, which must have the label removed, a secure top and be kept on the floor. No cans, squash, fizzy drinks or food will be allowed into the exam venue.

Please do not hesitate to contact the Exams Office if you have any queries regarding the forthcoming examination season.

Yours sincerely



Mrs J Day
Examinations Officer
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Tel: 01702 292286 ext 3033