



Dean Watson Headteacher
Bolton Road West, Ramsbottom, Bury, Lancashire, BL0 9QZ
Tel: 01706 825 215 Email: woodhey@woodhey.set.org Online: www.woodhey.bury.sch.uk
#TeamWoodhey

April 2023

Dear Parents and Carers,

This letter contains important information regarding your child's forthcoming GCSE/Cambridge National/BTEC exams. These are the finalised dates, created by the exam boards, and supersede any other information that you may have received about exam dates.

It is your child's responsibility to attend their exams at the correct time, they need to arrive at their exam room at 8:45am for morning exams and 1:00pm for afternoon exams. They should register as normal with their form tutors for morning registration and their form tutor will then direct students who have exams to the exam rooms. For afternoon exams they are to go to the Top T's yard and line up in their forms and wait to be escorted in.

They will be bringing home a copy of their timetable; please can you check this document carefully to ensure that all the subjects your child is expecting to do examinations in are listed. For tiered exams they should also check that they have been entered for the correct tier, higher or foundation. Should there be disruption during the summer exams the exam boards have put into place two half day contingency sessions on **Thursday 8th June 2023** and **Thursday 15th June 2023** and a full contingency day on **Wednesday 28th June 2023**. All students need to be available on these dates in case any exams need to be rescheduled.

If your child is taking their Spanish reading and listening exams on Tuesday 6th June, they will sit their listening exam at 9am and this will be immediately followed by their reading exam.

Your child must bring the correct equipment to each exam as we do not have enough equipment to lend out to students, we have a limited number of items for emergency use only i.e. if their equipment breaks during the exam. Please can you ensure that they have all the necessary equipment for their exams:

- Black pens, pencil, rubber, ruler, sharpener
- Calculator (for certain exams)
- Protractor and a pair of compasses (for the maths exam)
- A highlighter (for any subject where they need to highlight sections of the text e.g. English)



Dean Watson Headteacher
Bolton Road West, Ramsbottom, Bury, Lancashire, BL0 9QZ
Tel: 01706 825 215 Email: woodhey@woodhey.set.org Online: www.woodhey.bury.sch.uk
#TeamWoodhey

Please note that only clear pencil cases or clear plastic bags are allowed in the exam room. Water may be brought into the exam room but only in a clear unlabelled plastic bottle. Coloured liquids are not allowed. There must be no writing of any kind on these items. They also need to ensure that they have no graffiti on their hands, arms etc.

In the exam room, candidates must not have in their possession any unauthorised object/material. This includes mobile phones, headphones and digital devices such as iPods, MP3/4 players, smartwatches and any other web-enabled devices. Please would you also remind your child that they must not have any revision notes, homework diaries or any other paperwork in their pockets. Money and keys should be zipped securely in their inner pocket. If they use an inhaler or epi pen, this may also be kept in their inner pocket. Calculator lids and geometry tins/boxes must not be brought into the exam room. If they normally wear a watch they must take this off and hand it in at the start of the exam. If during an exam they are in possession of any of the prohibited materials listed, they will be reported to the exam board for malpractice.

A copy of the "JCQ Information for Candidates for Written Examinations", "JCQ Information for Candidates Using Social Media and Examinations/Assessments" and the "JCQ Privacy Notice" have been attached to your child's exam timetable and it is important that they read and understand them.

If your child is ill they must come into school and we will do everything we can to support them and ensure that they receive the best result possible. Any student who fails to attend an exam for reasons the school does not regard as acceptable will be charged accordingly.

If your child attends the exam but is unwell or if something affects your child's performance before or during their exam, please can you contact the Exams Support Officer: exams@woodhey.set.org, before or immediately after the exam as we maybe able to apply for special consideration on their behalf. I have attached the "JCQ A Guide to the Special Consideration Process" with more information.

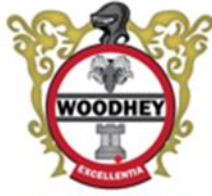
Post Results/Results

The results day for the summer exams will be on Thursday 24th August 2023. On receipt of their results your child will have the opportunity to consider applying for the various post result services offered by the awarding bodies, which include the purchase of their exam paper and reviews of marking. The services come at a cost which would have to be borne by you and they are available for a limited time. Full details of what is available, associated costs and timescales will be included in your child's results pack.



**Shaw
Education
Trust**

The Shaw Education Trust Limited is a company limited by guarantee,
registered in England (no 09067175)
Registered address: Shaw Education Trust Head Office, Kildgrov Secondary School,
Gloucester Road, Kildgrov, ST7 4DL



Dean Watson Headteacher
Bolton Road West, Ramsbottom, Bury, Lancashire, BL0 9QZ
Tel: 01706 825 215 Email: woodhey@woodhey.set.org Online: www.woodhey.bury.sch.uk
#TeamWoodhey

If you require any further information, please contact Mrs. Dewhurst (Exams Support Officer): exams@woodhey.org.set.

Yours faithfully,

Mr. G Holden
Assistant Headteacher

Mrs. C Dewhurst
Exams Support Officer