



6 February 2023

Dear Parent/Guardian

GCSE Examinations 2023

Your son/daughter will be bringing home an examination entries list for this summer.

Examination Entries

Please check the examination entry list carefully, including the tier (where applicable), to make sure that your son/daughter has been entered for all the correct courses. **Please note that BTEC courses are not included on this list as entries have already been made for these.** You should also check the personal details at the top of the entries sheet as these will eventually be on the examination certificates. If there are any errors, or you wish to discuss any of the entries, please contact me by email (h.reilly@maidenerleghtrust.org) or call the school office as soon as possible. Nearer the examination dates students will receive a formal examination timetable giving exact times of all GCSE examinations but there is a provisional timetable on our website.

Attendance for Examinations

Formal written examinations this year will take place between 15 May and 20 June, with a contingency day on 28 June (should there be a national emergency during the exam period), which students should be available for. There is an absolute requirement that candidates entered for an examination must attend. If there are any emergencies on the day of an exam, you must telephone the school immediately.

Conduct During the Examinations

A copy of the examination rules will be issued to students prior to their first exam. Candidates must follow the examination rules to the letter otherwise there is an obligation on the school to notify the exam board, with disqualification being a possible outcome.

Collecting Results, Reviews of Results, Access to Scripts and Certificates

Results can be collected from school on Thursday, 24 August at 10.00am. Further details will be available to candidates prior to their first exam. If your son/daughter believes there may have been a mistake in any of their grades, they can request access to their script and/or a review of marking. Further details of these services, fees and dates will be given to candidates and will be included with the results slip. Certificates will be available in November at our annual Presentation Evening.

Yours faithfully

Mrs H Reilly
Exams Officer