

April 2025

Dear student,

Summer 2025 External Examinations Timetable

I enclose a copy of your final individual timetable with venue/seat number.

An electronic copy of notices from the Joint Council setting out the Rules and Regulations for exams sat in this country and further guidance is available on our school Website – please ensure you read these notices prior to exams - any breach of rules or regulations will result in your paper being cancelled.

- **Please check spelling of name** as this is what will appear on your certificates – if you have any queries please email examinations@westfield.academy
- **Contingency Dates for GCE and/or GCSE examinations should sustained national or local disruption arise during the Summer 2025 examinations are: Wednesday 11th June 2025 (afternoon only) and Thursday 25th June (all day.) This means that all exam candidates must be available to sit exams from the date of their first exam until Thursday 25th June 2025.**

Before exams:

- Please assemble outside the Sports Hall (8.30am for morning exams and 12.45pm for afternoon exams) unless otherwise stated.
- You must place your bag or coat where instructed. Please ensure you have not left any equipment in your bag.
- No Mobile Phones/Any type of Watch/Headphones or any other form of web enabled/data storage/electronic communication devices to be brought into the exam room. You will be disqualified from the paper (and possibly the whole qualification if you are caught in possession of a prohibited item during the exam). The school will check for mobile phone signals (with a special device) during the exam period.
- You may bring a bottle of water only – no squash or fizzy drinks – take the label off the bottle, water bottles must be clear.
- Check you have no notes in your pockets or anything written on your hands/clothing.
- Once you enter the Exam room DO NOT leave without permission, raise your hand at this stage and wait for an Invigilator.
- Please make sure you have used the bathroom prior to entering the Exam Hall as bathroom breaks will only be permitted under very specific circumstances or for students who have a medical pass.

Equipment

- You must come to the exams with all the correct equipment. You must have at least two **black** pens which must be in a clear pencil case. You must provide your own calculator where one is needed (clear anything stored in the calculator & take the calculator cover off and leave in your bag) - no tippex.
- You must not take any books or papers into the exam unless you have been instructed to do so.

Behaviour:

- Once you are in the Examination area you must be silent and remain silent until you are well away from the venue at the end of the exam. Any disturbance is very serious, and could, in extreme cases, result in all your entries in all subjects being cancelled. Remember, when you leave, there may well be other students still in the exam room who finish later.

Problems:

- Should you have any problems on the day of the exam please call the school on 01923 231560. If you are unwell on the day of the exam you will need to call the school and then get a medical certificate without delay and send it to the school for my attention. Where a medical certificate is provided, we can apply for special consideration. However, this is at the exam board's discretion. If an exam is missed and no medical evidence is provided this will result in a Grade U for that paper.

Yours sincerely,

Mrs K Bladon - **Examinations Officer**

Examinations@westfield.academy