



# Calday Grange Grammar School

07/04/22

## Timetable Notice to Parents - Summer 2022 Examinations

Dear Parent,

In January students were issued with their statement of entry, confirming all examinations for which they have been entered. They were asked to check these carefully and ensure that all personal details (i.e. legal name and date of birth) were correct, as this is what will be printed on certificates.

### Examination Timetables

Students have now been issued with their individual examination timetables for the examination period which runs from **13<sup>th</sup> May 2022 to 28<sup>th</sup> June 2022**. Practical and oral examinations will take place earlier, please refer to relevant subject teachers regarding these dates if you do not already have them. Details of examination venues are published on the main school examination timetable which will be available on the school website shortly (*please note that this version is provisional up until May and is designed for rooming purposes only, students should refer to their individual timetables for their own examination dates*).

Please **check these individual timetables very carefully** to ensure that personal details are correct and that all examinations are listed and at the correct tier of entry. Any student with an examination clash will need to see the Examinations Office before Friday 29th April.

Some examinations of the same subject (e.g. GCSE Languages) are scheduled at the same time and are designed by the examination board to be sat one after the other; this is a 'false clash'. Where this is the case candidates will remain in their seats under examination conditions for the next unit to start. The main school timetable will indicate the order in which these are being taken. Students do not need to see the Examinations Office regarding false clashes.

### Examination Information

I would like to remind you at this time of the School's Public Examinations Handbook which is available on the School webpages and will shortly be issued in hard copy to students:

<https://www.calday.co.uk/examinations>

This document provides useful information and FAQs for both parents and candidates, and also includes the rules and regulations provided by the examination boards which must be adhered to at all times, along with a student guide to malpractice. Examination entries are made on the understanding that candidates will adhere to all examinations rules and regulations in the Public Examinations Handbook 2021/22. It is your responsibility to ensure that both you and your son/daughter are familiar with this document.

*Ambition, Respect and Pride*

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Headteacher: Mr Stephen Gray

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As a reminder, students should arrive to the examination room at least 20 minutes before their examination is scheduled to start, this is to allow for seating procedures to be carried out. If students have a long examination in the afternoon they may not make the school buses in time, therefore students must make alternative arrangements for transport home. Students will not be allowed to leave the examination until the full time duration has lapsed.

All students will receive an examination briefing before the examination period to remind them of the rules, regulations and expectations. Students must also bring with them to each examination, their school ID card, this must be placed face up on their desk for inspection by the invigilators.

## Study Leave Arrangements

### Year 11

Formal teaching in lessons will cease on Friday 13<sup>th</sup> May, with revision and examination preparation being undertaken in lessons from then until May half term. Students must continue to attend school until **Friday 27<sup>th</sup> May at 3.35pm** but will be allowed to attend examinations as required during the school day. After the May half term, students should attend as required for examinations only. Full school uniform is required at all times.

Students must return books and borrowed resources on the day of the last exam in each subject. Students should bring these resources to the final examination of that subject and hand in prior to the start of the exam.

### Year 13

Study leave will commence on **Friday 20<sup>th</sup> May**, after which date students should only attend school for the purpose of completing examinations. For any examinations taking place prior to this date, please see the timetable on the next page outlining when study leave has been granted.

## Results

Results for GCEs will be released on 18<sup>th</sup> August 2022 and for GCSEs on 25<sup>rd</sup> August 2022. The examinations section of the school webpages will be updated closer to the time with more information about results and how results enquiries can be made.

If you have any queries or questions about the examinations or results, please refer firstly to the Public Examinations Handbook for guidance. If this does not answer your question, or if you have any specific queries, please contact the Examinations Office immediately using the email address below.

Yours Sincerely,

The Examinations Office  
Email: [examsinbox@calday.co.uk](mailto:examsinbox@calday.co.uk)



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Study Leave Arrangements for Year 13 External Examinations taking place before study leave commences.

Date	Board	Code	Component Title	Level	Start	Length	Study Leave permitted
Friday 13th May	CIE	9778/4	Chinese Culture	Pre U	13:30	2hr30	Friday 13th May P1 - P4
Monday 16th May	OCR	Y410/01	Further Mathematics B (Mei): Core Pure Wrtn	GCE AS	13:30	1hr15	Monday 16th May P1 - P4