



Hazelwick School

An Academy

Headteacher: Ms A Fearon BA (Hons) MA NPQH

Chair of Governors: Mrs R Bowron

23rd March 2022

Dear Parent/Carer

EXTERNAL EXAMINATIONS: SUMMER 2022 (Year 13)

Study Leave

Year 13 students taking A level examinations will, as usual, be granted leave of absence during the period of public examinations in order to revise at home. The examination leave is as follows:

- Monday 23rd May to Wednesday 29th June [last day of lessons - Friday 20th May]

Some departments may wish to hold special revision classes in the leave of absence period and will expect their candidates to attend on these occasions, in uniform. Students will be notified directly about any revision sessions. Throughout the period of study leave any students who wish to use the Octagon or LRC for revision may do so.

Further details regarding examination timings and regulations for external exams will be sent to parent/carers and students later this term.

Illness & Medical Certificates

If an exam is missed through illness, the school can apply for special consideration; please advise the sixth form office or Mrs Keeley, Exams Officer (examsoffice@hazelwick.org.uk), as early as possible on the day and submit a medical certificate within 24 hours.

Results

Examination results are expected on the following dates:

- **Thursday 18th August** A/AS/Applied Level 3 results available for collection
from school (from 9am)
- **Thursday 25th August** GCSE results available for collection
from school (from 9.00am)

If your son/daughter is unable to collect their results on the above date they should email Mrs Keeley, by 5pm the previous day advising that they wish their results to be emailed; this will be to their school email address only. Results will not be given over the phone.

Advice

The Heads of Sixth Form will be available in school to give advice to post-A level candidates on Thursday 18th August from 9.00am.

Appeals & Access to Scripts

Occasionally candidates believe that a mark awarded for a particular exam by an examination board is wrong. Mistakes have occasionally occurred in the past and will no doubt happen from time to time in the future. If, after careful consideration and perhaps discussion with an appropriate member of the school staff, you wish to appeal, please collect the relevant form from Mrs Keeley. Details of the final deadlines

for returning the forms and the respective costs for the different types of appeal will be enclosed within the results envelopes. This information will also explain the procedure and timescale for any candidates wishing to gain access to their own scripts.

Certificates

All GCSE, BTEC, AS and A level certificates will usually have arrived at school by the end of November. On **Wednesday 4th January 2023**, we will be holding a presentation evening to enable students to collect their certificates. More details will be given out with the results in August.

Those who are unable to attend this event can collect their certificates from school reception between 12.00pm and 2.00pm or 3.15pm and 4.15pm each weekday from 3rd January to 31st January 2023. You will need to bring photographic ID with you. The school is only required to keep certificates for 12 months from the date of issue and once destroyed these are irreplaceable. You will be asked for these as proof of your qualifications throughout your adult life. If you are unable to collect your certificates in person at the times given above, please contact Mrs Keeley by email, (examsoffice@hazelwick.org.uk) so that arrangements can be made for an authorised adult to collect them on your behalf.

Upper Sixth Clearance and Leavers' Tea

All sixth form A level leavers are asked to attend school again, in uniform, on **Friday 24th June** at 2.30pm in order to return all their textbooks to Heads of Department who will be in the Octagon. Following this, there will be farewell refreshments available in the Common Room at 3.00pm as well as the staff vs. students rounders and football match. More details about these sporting events will be given out nearer the time.

Yours sincerely



Mr J Hillier
Assistant Headteacher
Head of Sixth Form