**Exam Board Expectations**

You must be available to sit all examinations on the date and time allocated on your timetable for all subjects. This is determined by the Examination boards and is a national set date/time which cannot be adjusted by the school. You must be available up to and including the 30th June in the Summer season for any emergencies.

**Examination Timetables**

Examinations must be sat on the stated date/time specified on your child’s timetable. These are national set date and times and not moveable for personal reasons including illness.

If you child has a clash of exams then, this will be clearly explained to them on the timetable they receive.

**Illness/Absence from Examinations**

If you child feels unwell on the date of their examination, you must inform the exam office immediately so we can make the necessary arrangements for their care and for them to attempt the exam paper.

If your child is absent from an exam it must be for a medical reason and be followed through with a letter/note from the GP for the examination board. Without this information, no mark will be awarded for that paper.

**Result Day**

GCSE & A Level Result Days to be confirmed each year and updated details will be available on the school website under the relevant key Information in the Examinations tab. Please note that Result collection from the Sixth Form Centre from 9.00 – 10. 00 am **only**. Please be prompt.

If you cannot collect your GCSE results during this time, please provide an A4 2 stamped addressed envelope to the Exams Office before the end of the Summer Term.

**Exam Certificates**

Certificates evening will be held in November (GCSE) and December (A Level).

If you are unable to attend this evening, please arrange for collection of your child’s certificate from reception. All certificates should be collected by the end of January each year, as we are not permitted to keep them for more than 12 months. Your child must write a note authorising permission for someone to collect their certificates on their behalf. ID will be asked to be seen to verify details.

If you have any further queries, please do not hesitate to contact the Exam Office on Email: [exams@walton.staffs.sch.uk](mailto:exams@walton.staffs.sch.uk) or telephone 01785 334917 Ext. 618 or 619.