



29th April 2024

Main A-level Exam Period: 13th May – 26th June 2024

Dear Students and Parents

As we approach the start of the main A-level exam period on Monday 13th May, we are writing to provide you with important information relating to the exams and A-level results day.

Exam regulations:

The attached [JCQ Information for Candidates – Written Examinations](#) outlines the exam regulations that are required to be in place for all public exams. Students are familiar with these rules from their trial exams, and an assembly took place this term as a reminder and to emphasise their importance, but we would request that parents and students read through the regulations to make sure they are fully aware of them.

Arrangements on the days of exams:

It is important for students and parents to be aware of the points below.

- A-level exams cannot be rescheduled and taken at a later date for any reason if a student is absent.
- The full A-level exam timetable can be accessed on the school website via the link below and students have a paper copy of their exam entries which provides the date of each exam:
A-level exam timetable: <https://www.kls.herts.sch.uk/assets/A-level-exam-timetable-Summer-2024.pdf>
- Students must be in school ready to enter their exam venue at 8.35am for morning exams and by 1.00pm for afternoon exams.
- If a student is going to arrive late to an exam for any reason, please contact the school office on 01923 264504 – *Option 2*.
- If a student is:
 - unwell and unable to attend school to sit an exam; or
 - present for an exam but you feel they are disadvantaged for a reason outside their control, please contact Miss Jones, Exams Manager, at exams@kls.herts.sch.uk as early as you are able to.

A-level results day:

This year's A-level results day takes place on **Thursday 15th August 2024**. Further information about the arrangements for the collection of results will be shared with students and parents later this term.

If a student is unable to attend school on results day, please note that it is not possible for parents, another member of the family or another student to collect results on their behalf without the written permission of the student themselves. If they are not able to collect their own results, students must inform Miss Jones by email of the name of the person who will collect their results and any nominated person collecting results on a student's behalf will need to bring identification with them. Students can also email Miss Jones to request that their results are sent to them via email but students should be aware that results will not be sent to them until the afternoon of results day. Miss Jones can be contacted at exams@kls.herts.sch.uk.

Kind regards

Mrs L Sudbery
Deputy Headteacher



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School of
CHARACTER