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Dear Exam Candidate/Parent/Carer,

Re: Summer 2025 Examination Series

I hope this letter finds you well. Please find enclosed a personalised timetable for the public examinations that candidates have been entered for during the Summer 2025 examination series. Kindly check the timetable to ensure that the correct exam entries have been made and keep it safe. The timetable includes the date of the exam, the start time, the title of the paper, the tier of entry, and the length of the exam in minutes.

All morning sessions will start at 9:00 AM. After obtaining their registration mark students should convene in the canteen area, where they will have access to free toast and bottled water. All afternoon sessions will start at 1:00 PM. Students will be called for an early lunch and then dismissed to their exam rooms from the courtyard area. Candidates will be informed of their exam venue closer to the date and are expected to check seating plans outside the venues before the start of the examination. Also note, if a candidate fails to attend a timetabled exam with no notification or valid reason, they may be charged a fee per exam not attended.

Please carefully check the spelling of the name on the timetable, as it will appear exactly as it is on your exam certificates. Names on exam certificates should match either birth certificates or deed poll certificates. If there is an error, please contact school via the main office or email examsofficer@maryimmaculate.cardiff.sch.uk.

A copy of the school's 'Examination Guide for Candidates, Parents and Carers' and all relevant examination regulations can be found on the school website. Please read these, along with the other documents in the section, to familiarise yourself with them.

Please note: Mobile phones, watches, earphones, or data storage devices are not permitted in any exam venue. The school will not be responsible for any such devices, which are brought at your own risk. Once you have received the exam timetable and read the regulations, any further queries can be emailed to examsofficer@maryimmaculate.cardiff.sch.uk.

Thank you for your attention to this matter. We look forward to working together to support our students' academic progress.

Yours sincerely,

Mrs Ann Lawrence
Assistant Headteacher and Raising Standards Leader
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