

## **Registration and Exam Entries**

Registrations open at the start of the academic year in which you would like to sit the exam.  
It is open now for June 2024

Timeline:

September to January – Registration Period. Invoices issued if candidate accepted

February – Statement of Entry

April – Timetables issued

*Deadline is 1<sup>st</sup> **October 2023** for November Season, 1<sup>st</sup> **February 2024** for June (Summer) Season*

A £50 non-refundable registration fee MUST be paid when submitting the form, and proof of payment provided. Confirmations cannot be made before this is received.

It can be paid into the following account:

Account Name: St Thomas More High School

Account Number: 40475768 Sort Code: 30 97 84.

Please EXAMS and the CANDIDATE name as a reference

An acknowledgement and invoice will then be sent out via email. This is your confirmation that an exams place has been given.

Exam entries are not made until February, once specific information is provided by the exam board to do so. Timetables cannot be provided before then, but provisional dates and times may be requested. Once entries have been made, a statement of entry will be provided to you for checking before the final timetable.

Final timetables are sent out at the beginning of April, along with general information regarding conduct during exams. Please ensure the general information is read and understood.

Exams are taken across May/June

### **BEFORE SUBMITTING FORM:**

**Please check the subject list for availability, and the fees documents.**

**If you have more specific queries, or have subjects that don't appear in the list please do email [exams@st-thomasmore.southend.sch.uk](mailto:exams@st-thomasmore.southend.sch.uk)**

Please note that we are a working school and have busy periods where emails may not be responded to as quickly