

Dear Parent / Carers,

## Exams 2023-24

As students enter their exam years, to help both parents and students manage exam entries and timetables throughout the year, we use a system called 'school work space' which keeps all exam information visible in one place.

Throughout the year we will be encouraging all parents and students to use this system so you have to hand all of the latest information for both mock and public exams. **Year 11 students sitting mocks in November (including Year 10's sitting Ethics & Philosophy twilight) will be able to see exam timetables for the November exam season now).**

To log in please follow the step by step instructions below:

*(if you have children who sat exams in June 2023 you should already have a login for this system, so please skip to step 8)*

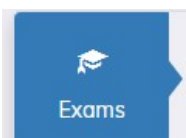
1. Type [www.schoolworkspace.co.uk](http://www.schoolworkspace.co.uk) in your internet browser
2. Select the 'login/register' icon in the middle of the screen.



3. Select 'login to schoolworkspace'.



4. Enter your parent/guardian email address that is registered with the school
5. Click 'forgot password'
6. A 6 digit pin will be sent to the email address you logged in with
7. Enter this pin number and create and confirm a new memorable password
8. Click on your son/daughters name. If you have more than one child in years 10 - 13 you will see all of your children listed here.
9. Click on the 'Exam's icon to the left.



10. Here you will be able to see the following:

Candidate Details

Entries

**Timetable**

Access Arrangements

- **Candidate details:** shows the information about your child (this will be the information that will be shown on students certificates for public exams)
- **Entries:** These are the subjects that students are being entered for. We will ask you to refer back to this screen nearer to when students sit their summer exams to confirm that they have been entered for what you are expecting.
- **Timetable:** These are live timetables detailing rooms and seating for any upcoming exam seasons.
- **Access Arrangements:** If students have any access arrangements in place they will be listed here.

11. You can save the link to schoolworkspace as an icon on your device to enable easier access for the future (it is not available as an app, but can be created as a quicklink).

As we approach the summer exam season you will be asked to log into this system to confirm that the subjects and tiers that we are entering students for are correct. (We will contact you separately when this information is available for viewing and confirmation).

### ➤ Exam contingency days

To give you advance notice, for the summer exams 2024, the exam boards have built in 3 exam contingency dates, the afternoon of the 6<sup>th</sup> and 13<sup>th</sup> June and all day on 26<sup>th</sup> June. No holidays / plans should be made until after 26<sup>th</sup> June.

### ➤ Gordano School Exam Centre

We will update the Gordano website with any further information to help you navigate exam seasons, along with a copy of this letter for future reference. You will also find here a link to the JCQ Regulations for all written examinations and non-examinations assessments for this academic year.

<https://www.gordanoschool.org.uk/students/exam-centre>

Should you have any queries, please do not hesitate to contact [exams@gordanoschool.org.uk](mailto:exams@gordanoschool.org.uk).

Kind Regards

*SJames*

Mrs S James  
Examinations Manager