


ESSENTIAL NOTES for your **DRAFT A LEVEL** or **GCSE TIMETABLE**

If you wish to create your own **DRAFT** timetable for GCSEs or A Levels in summer 2024, follow the steps below.

1. Go to SharePoint → Exam Administration → External Examinations → GCSE and A Level Timetables
2. Select the Excel spread sheet timetable for either A level or GCSE as appropriate.
3. Download the spreadsheet to your own device.
4. This will bring up an Excel spread sheet with a filter key in  the subject column.
5. Click on the subject filter button and deselect all subjects and then reselect just the subjects you are taking.
6. **A level only:** Though all subjects are now linear, some subjects still have options. For these subjects, do the same for the Code column (or Component title) by deselecting all and then reselecting all the components you are taking. e.g. For History you will need to ensure you have selected only your options.

GCSE only: The selection of the subject field will be enough to create your timetable.

7. **Do not forget to select the three ALL CANDIDATES lines in June.** The end of the JCQ exam contingency period is Wednesday 26 June, **until which all candidates should remain available** in case an exam has to be rescheduled. (Once you have *completed* all your exams you will no longer need to keep yourself available until this date.)
8. Once you have done this, the spreadsheet will then show you all your **written** exams (*see below) and when they are currently scheduled to take place. Make sure all the papers you are expecting are on the timetable.
9. You can then either print your timetable or select “save as” to keep an electronic copy.

CLASHES

We are aware of several clashes at both GCSE and A level on this year’s timetable, i.e. where you have more than one exam set for the same time and same day. This is quite normal and will be managed (and your timetable adjusted to accommodate these) by the Exams Office when it comes to creating your individual timetable. Please note the Exams Office cannot discuss solutions with individuals, but we will contact you if there is a particularly difficult clash to resolve that has options for resolution.

INDIVIDUAL TIMETABLES

These will be issued to you early in the summer term when all the seating has taken place and all clashes resolved. The Exams Office will talk more about this in your exam briefing.

*WHAT ABOUT ORALS OR PRACTICALS?

Dates of practical and speaking exams (etc.) are set by the head of each subject and are not on this list. You will be advised in due course, via your subject teacher, when these are.

Any questions: please contact the Exams Office.

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