



THE PRIORY ACADEMY

**LSST**

April 2025

Dear Parents and Carers of Year 13 Students

### **Y13 GCE Examination Arrangements**

Thank you for all your support so far in helping prepare your child for their A Level examinations. As we now begin the formal examination season, please see some key details to support with the examination process over the next few weeks.

#### **Timetables**

The formal summer examination season begins on Monday 12<sup>th</sup> May 2025 although examinations for practical subjects such as Art, Drama, Music and speaking examinations for MFL will have already taken place before this date. The final GCE date is Wednesday 25<sup>th</sup> June 2025 (contingency day). Each student has already been issued an individual copy of their summer examination timetable. However, a final timetable will be issued to all students the week commencing 28<sup>th</sup> April 2025, to take into account any final amendments and to confirm seat numbers for each examination. A copy of the master timetable for all GCE examinations can be found on the website here:

[Examination Information.](#)

#### **Examination Day Information**

It is vital that students are prompt for the start of both morning and afternoon examinations and arrangements have been made to ensure the security of personal belongings. Morning examinations start at 9.00am and afternoon examinations start at 1.00pm, but students need to arrive at least 15 minutes before the start time. It can disrupt other students if a candidate walks in late and the student in question will not enter the examination in a calm frame of mind to achieve their best. Please be assured even if a student is late, we would never stop them from entering an examination. However, if the student is more than one hour late this would have to be reported to the awarding body, who will make the decision as to whether they will accept the paper.

If your child is unwell on the morning of the examination, please contact the Academy as early as possible in the morning to discuss the options. Ask to speak to either the Examinations Department or the Head of Year/Pastoral Manager to ensure that we are aware of the situation.

#### **Morning examination support**

For all the morning examinations we are offering all students the opportunity to have a quiet space to settle before school. The sixth form canteen will be open to them from 8:20am if they wish to purchase anything from the continental breakfast range. We hope to have some teaching staff on hand providing some key tips and final advice for the examination.

**Headteacher:** Mrs J Hopkinson

**The Priory Academy LSST**, Cross O' Cliff Hill, Lincoln, Lincolnshire, LN5 8PW

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The Priory Academy LSST is part of The Priory Federation of Academies Trust. For further information please contact:

The Priory Federation of Academies Trust, Cross O' Cliff Hill, Lincoln LN5 8PW **Telephone:** 01522 889977

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### Attendance/Study Leave

Following the system established for several years pre-Covid there is no period of Study Leave. Students are expected to attend all lessons for a subject until they have sat the final examination for that subject after the half term break. After May half term, Year 13 students are not required to register in their form groups at 8.30am, but must arrive for their first lesson that day.

Upon completion of examinations please can students return any textbooks or resources that have been provided by the Academy. There will be boxes in the sixth form common room to drop off textbooks. Please be aware that throughout the examination period full academy uniform remains compulsory and that students must be wearing their lanyard for their examination.

### Malpractice Regulations

Although we would not wish to think that any of our students would resort to cheating, we feel it is important that we make you aware of the consequences if this happens. The examination boards take the integrity and security of examinations extremely seriously and we are obliged to report any offences to them immediately. Students will be reminded what constitutes malpractice and what the consequences will be before the start of the examination period. Sanctions range from a formal Awarding Body warning to disqualification from a paper, but if thought serious enough they could lose all marks for every examination under that awarding board and would have to wait the entire year to be able to retake the examination. Staff will remind students of the procedures and undertake checks to reduce the risk of banned items being taken into the examination hall. The most typical offence is taking a mobile phone into the examination room and, when prompted at the beginning of the examination, fail to hand it in. All watches also now fall into this category, but include any technology that connects to the internet. All students are also reminded that defacing of papers in any way may result in the examination board refusing to mark the paper and a 'No Result' being returned for that unit. Further information from Ofqual in the form of a Student Information guide is also [here](#).

### Contingency Day Information

As in previous years the examination boards have imposed contingency sessions in the examination calendar for GCSE and GCE examinations. This is in case of any national disruption occurring during the examination season effecting examinations on a particular day. Any effected examinations will be rescheduled for the afternoon of 11<sup>th</sup> June or the day of 25<sup>th</sup> June 2025. Awarding bodies will not accept holiday as an acceptable reason for absence. Therefore, all students sitting examinations should be available on those dates. The decision to reschedule an examination will be made nationally by the awarding bodies and not by an individual school or centre and therefore should not be considered a catch-up session for an individual student.

### Year 13 Prom

The event will take place on **Friday 27<sup>th</sup> June** at The Engine Shed, Lincoln. Arrival will be from 6:30pm whereupon a two-course meal will be served from around 7.30pm. The evening will finish at 11.00pm. We would like this evening to be enjoyable for all students and staff involved and we expect all attendees to observe the Priory Ethos of *Courage and Courtesy*. Please be aware that if students are not meeting the expected standards, it may be necessary to arrange for them to be collected.

Please can any final payments of £55.00 be made using Parent Pay by **Friday 9<sup>th</sup> May 2025**

## Results Information

Examination results will be sent to the student's academy email from 8am on Thursday 14<sup>th</sup> August 2025. Students will also be able to collect their results in person between 8am and 11am. Further guidance will be sent out about results day in due course.

There will be staff present on results days to offer advice for students who may need additional support and guidance on reviews of marking or progression to the next stage. Mrs Billett will be present to support with any UCAS queries.

## Review of marking information

Sometimes after receiving results there may be the need to ask for your scripts to be reviewed. The Academy has a process for this, details of which will be sent out after the examination series has finished.

Many thanks for your ongoing support and we wish all Year 13 students the very best for the upcoming examinations. If you have any questions, please do not hesitate to contact the Year 13 team.

Yours faithfully



Mrs E Mellor  
Assistant Headteacher



Mrs S Porter  
Head of Year 13

