April 2024

Dear Parents and Carers of Year 11 Students

**Y11 GCSE Examination Arrangements**

Thank you for all your support so far in helping prepare your child for their GCSE 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**

Although practical Art, Drama and Dance examinations and speaking examinations for MFL may have already taken place, the formal summer examination season begins on Thursday 9th May 2024 with the final GCSE date being Wednesday 26th June 2024 (Contingency day). Every student will have been issued an individual copy of their summer examination timetable and, if it has been necessary to make amendments to this for such things as a clash of examinations, then a new timetable will be issued in the next few days.

**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.

**Examination breakfasts**

For all the morning examinations we are offering all students the opportunity to have some breakfast and a quiet space to settle before the examination. The Key Stage 3 restaurant will be open from 8.00am – 8.30am on the days where there is a morning examination. All students sitting an examination are welcome to come along and have breakfast – there will the option of toast, porridge and fruit. For students eligible for Free School Meals there is an additional allowance of £1.10 to use for breakfast. All other students will need sufficient funds on their ParentPay accounts to pay for breakfast. There will also be teaching staff on hand providing some key tips and final advice for the examination.

**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, which continue for all subjects up to the last examination. In lessons where students have already taken the examination for that particular subject, they will obviously be able to revise for any forthcoming examinations in different subjects. After May half term (week beginning 3rd June) there will be an alternative timetable for Year 11 students to follow for some periods of each day, led by subject specialist staff where we can, in order to make final revision preparations for an examination on the following day. This will be sent out to all parents and students in the next few weeks via email.

If students do genuinely need to leave the site following an examination or are not in the Academy on a particular day please continue to follow the usual absence procedures through a ‘phone call to main reception or an email to Mrs Bilbie, the Year 11 Pastoral Manager – [sbilbie@prioryacademies.co.uk](mailto:sbilbie@prioryacademies.co.uk)

Once your child has completed all their examinations they no longer need to attend. Upon completion of examinations please can students return any textbooks or resources that had been provided by the Academy. There will be areas around the examination venues to drop off textbooks. We would also be very grateful if any uniform that is in good condition and is no longer required could be donated to the Academy to be made available for other students. Again, areas will be identified where this uniform can be dropped off. Please be aware that throughout the examination period full academy uniform remains compulsory.

**Malpractice Regulations**

The examination boards take the integrity and security of examinations extremely seriously and we are obliged to report any offences to them immediately. 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, failing to hand it in. **All watches also now fall into this category.** All students are also reminded that this year 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 JCQ in the form of a Student Information guide is also included with this email.

**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 localised or national disruption occurring during the examination season effecting examinations on a particular day. Any effected examinations will be rescheduled for the afternoons of 6th & 13th June and 26th June. 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.

**Results Information**

Examination results will be sent to the student’s academy email at 8am on Thursday 22nd August 2024. Students will also be able to collect their results in person between 8am and 11am.

There will be staff present in all academies 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.

Many thanks for your ongoing support and we wish all Year 11 students the very best for the upcoming examinations. If you have any questions, please do not hesitate to contact the Year 11 team.

Yours faithfully

Mrs E Mellor

Associate Assistant Headteacher