



THE PRIORY ACADEMY

LSST

April 2024

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

Although practical Art, Drama and Dance examinations and speaking examinations for MFL may have already taken place, the formal summer examination season begins on Monday 13th May 2024 with the final GCE 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.

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 had been provided by the Academy. There will be boxes in the sixth form common room to drop off textbooks. Please be aware that

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

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throughout the examination period full academy uniform remains compulsory and that students must be wearing their lanyard for their examination.

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 Ofqual 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 15th August 2024. Students will also be able to collect their results in person between 8am and 11am. If a student is abroad then they will need to use the multi-factor authentication (MFA) to access their results via email. Students should already have MFA setup but if they do not a guide [is included with this email](#).

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 which is outlined in the document [here](#). Please read through this so you are aware of the timelines and requirements should you need to utilise this after results day.

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
Associate Assistant Headteacher