THE PRIORY FEDERATION OF ACADEMIES TRUST

Dear Parents/Carers

As we approach this very important time for students taking examinations, I wish to pass on some information and basic guidance to ensure that all students have a positive experience, allowing them to achieve their full potential.

Timetables
The formal summer examination season begins on Monday 4 May 2026 with the final GCSE date being Thursday 26 June 2026 and the final GCE A level will be on Friday 23 June 2026. There are some vocational subjects that will have exams prior to these dates and these will be made clear on the student's timetables or conveyed to students by their subject teachers in the case of practical or spoken exams. Every student will be issued an individual copy of their summer examination timetable through their academy email account for their individual examination dates, we encourage them to print this off. Occasionally it may be necessary to make amendments to these for such things as changes of levels and, if this is the case, your child will be issued a new timetable.

Study Leave
Following the system established for several years, 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 subject, they will obviously be able to revise for any forthcoming examinations in different subjects. Some academies may run an adapted timetable to prioritise the next examination in the examination timetable.

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 Wednesday 24 June 2026. Awarding bodies will not accept holiday as an acceptable reason for absence. Therefore, all students sitting examinations should be available on that date. 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.

Non-Examinable Assessment Unit
Following reforms to GCSE and GCE A levels, some of the qualifications contain a Non-Examinable Assessment unit. If this is the case, students' marks will be made known to them by their subject teachers following internal standardisation and prior to submission to the Examination Board. Once these marks have been given out, students will have a period of time to discuss this mark with their teachers and may make a formal appeal to the Examinations Officer if they are not happy with the outcome. It must be pointed out that these marks, once submitted to the Awarding Body, will then undergo an external moderation and can be subject to further change at this stage. The final mark will not be known by the Academy until results days in August.

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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 or 1:20pm depending on the length of the exam. 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 to ensure that we are aware of the situation. It is not possible to rearrange exams, and without a doctor's note for the day of the examination, the child will score zero for the exam missed.

Malpractice Regulations
Although we would not wish to think that any of our students would resort to cheating, I feel it is important that I 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, however, 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. Any sort of watch also now falls into this category, whether it be smart, analogue or digital which 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. This will all be discussed more fully with students in pre-examination assemblies.

The conduct of the student during the examination is also important. We would remind students that as soon as they enter the examination room, they are under full examination conditions and any breach of this will have to be reported both to the Awarding Body, Head of Year and parents/carers. This means that students must be silent and must not attempt to communicate with any other student in any way.

Results Information
Further advice will be available on Sharepoint and the website concerning results days as times for collection of results are specific to each individual Academy and will be provided to students at a local level.

GCE Thursday 13 August 2026. GCSE Thursday 20 August 2026.

Finally, 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 their next stage. I hope this letter has been useful to you, however, if you have any further questions or I can be of any further assistance please do not hesitate to contact me.

Yours sincerely



Mrs C Ruston
Federation Examinations Manager