



## The Priory School

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Dear Parents and Carers

### Year 11 Examination Information

#### GCSE Examination Period

Written GCSEs begin on Monday 16<sup>th</sup> May and are completed by Thursday 23<sup>rd</sup> June. Students must remain available until Wednesday 29<sup>th</sup> June in case examination boards need to invoke their contingency plans. For the two week period leading up to half term, Year 11 students are expected to be in school as normal where they will be following a structured programme of revision, combined with independent study based around their normal timetable. From Monday 6<sup>th</sup> June there will be a structured timetable of lessons and/or revision sessions alongside the examinations to support students throughout the examination period. Students will be required to sign in and out of school when they are attending these sessions. In addition, students are welcome to use the library for silent revision, for example, when they would have a core PE lesson. It is our expectation that students will attend all sessions available to them during the examination period. The revision timetables for before and after half term are included with this letter and copies will be issued to students. Any changes to revision sessions such as venues or timings will be clearly communicated via tutors prior to half term and on a message board in the crush hall after half term.

**It is essential that students attend every examination** at the published times, including any speaking and listening examinations for French and Spanish. Unlike the mock examination periods, students will not be able to re-sit a paper at a different time and other assessments, such as the mock examinations, **cannot** be used to calculate a grade now that summer examinations are going ahead.

#### Examination Information

Students have been issued with individual examination timetables, please check these carefully noting the dates and times. **Please note the significant change to the start time of all afternoon exams, which will now be 1pm, not 1.30pm.** Candidates must be on the site **twenty minutes before the start of each examination** i.e. 8.40am for morning examinations and 12.40 for afternoon examinations, and should let the school office know as a matter of urgency if they are delayed or unable to attend an examination. Absence from an examination must be accompanied by a medical certificate. Until half term all students will be on site for the duration of the school day and it is our expectation that, following the half term, students will attend lessons and revision sessions for subjects in which they have not yet sat their final examination.

**Mobile phones are strictly forbidden during examinations.** Any student who brings a mobile phone into a public examination is automatically disqualified and is at serious risk of being barred from public examinations for a period of ten years. This also applies to smart watches and therefore no watches are allowed in the examination rooms.

### **Special Consideration**

It is vital that, during the remainder of your child's time at school and during the examination period that we are kept informed of any matters that may affect their examination performance, e.g. illness, problems at home, bereavement, accidents, etc. If you need to contact someone at school because of a concern then Mrs Tracy Langley, Examinations Officer, is the most appropriate member of staff. Please note that special consideration is only granted in extenuating circumstances and is rarely more than a 1 or 2% increase.

### **Changes to content of examinations**

There have been adaptations to the content of some GCSE examinations, in recognition of the disruption this cohort has faced. Students have been informed of adjustments by their teachers and detailed information can be found on the exam board websites. Alongside this, affected subjects have put revision guides together for students.

**All key information relating to the GCSE examinations, including these guides, revision timetables and overall timetable can be found on the school website in the 'GCSE Examinations' section under the 'Life at School' tab.**

### **Leavers' Breakfast**

On Monday 27<sup>th</sup> June, Year 11 students are invited to join staff for a leavers' breakfast at 8.30am in the Dining Hall followed by informal presentations in the hall. This will be the final gathering of the cohort and is their opportunity to say farewell to staff. We look forward to seeing as many students there as possible as well as at the prom on Friday 24<sup>th</sup> June.

Whilst it is still lovely to see students once they have finished their examinations, please note that if they need to be on site after their leaving day, students will need to make sure they sign in and out of school as visitors via the school reception.

### **School Code of Conduct**

We have already spoken to the students about the importance of good behaviour and conduct in these important weeks leading up to their GCSE examinations. In particular, we have stressed that any infringement of the School's code of conduct will continue to be treated seriously, and certain sanctions may be imposed if necessary. These could include not attending any of the functions arranged by the school including the School Prom, or even amendment of the student's school reference. We are, however, very confident that Year 11 will behave well and that the end of their full-time education at Priory School will be a positive and memorable experience.

### **Examination Results**

Examination results will be available for collection from school on **Thursday 25<sup>th</sup> August 2022** between 9.00am and 11.00am. Anyone who cannot collect their results on publication day and wish their results to be posted should put this request in writing to Mrs Tracy Langley and

hand it into reception. Review of marks and access to scripts information will be handed out with GCSE results on 25<sup>th</sup> August.

Parents/carers are reminded that they may not collect their child's examination results without a letter from them giving the parent/carer permission to do so.

We hope that your child will achieve the success expected in the examinations, but should you have any enquiries about the results you should get in touch with the School as soon as possible after results day. Please note that the statement of results that students receive on 25<sup>th</sup> August is not a formal document. Universities and employers may ask to see their certificates - these can be collected from school on **Wednesday 16<sup>th</sup> November 2022 from 3.45pm until 5.00pm**, or at any time after this but will only be kept by the School until the end of the year. It is important that students keep their certificates safe as there is a charge for obtaining replacements from the examination boards, this is currently £43 per certificate.

### **GCSE Controlled Assignments**

Many subjects have Controlled Assignments as part of their examination requirements. In order to maintain confidentiality and restrict the potential for plagiarism, students will only be able to collect their Controlled Assignments in exceptional circumstances. A written request for a specific piece of work must be sent to Mrs L Morris before the end of September. Controlled Assignments will be held by the School until the end of October after which time work can be collected. Art and Graphics work can be collected when you pick up your examination certificates. After this date you will need to arrange with your teacher a time to collect it. Work will only be kept for 12 months due to limited storage space.

We hope that your child has had a happy and successful time with us and has been able to take advantage of the opportunities we have provided for academic and social development.

Yours sincerely



Mrs A Pope  
**Headteacher**



Mrs C Knight  
**Deputy Headteacher**