



12 May 2023

Dear Parent/Guardian

As A Level examinations approach, experience has shown that once courses finish it is much better for pupils to make final preparations at home for their examinations. I wish to confirm that today is the final school day for Year 14 pupils. It is important that pupils make the most of this opportunity and spend their time wisely.

Please note staff are available in school and are always happy to assist pupils and should a pupil wish to attend school to revise this can be arranged. School policy is that pupils coming into school **must wear school uniform** and this is also the case when attending to sit examinations. Pupils must follow the instructions of the Chief Invigilator during the examinations and any infringement of the examination rules will be viewed seriously. Please assist us by ensuring that your son/daughter arrives at least **20 minutes** before the start of the examination on the **appropriate day** and that he/she has everything necessary for that day's examination(s). If your son/daughter is going to be late or absent for an examination due to circumstances beyond their control, the **school office must be informed immediately** and the **pupil should report directly to the examination venue upon arrival to school**. Please note, the examination authorities may not accept scripts from those candidates who are late.

Pupils **must not have a mobile phone or watch** in their possession in the examination hall. Our instruction is that mobile phones **must not** be brought to school on examination days. Serious penalties will be imposed by the **Examination Board** where pupils are found in possession of a mobile phone (**whether switched on or off**), the regulations **will** result in **disqualification** from the examination.

**Pupils have been issued with their examination timetable and have received an assembly presentation from Mr Hanlon, Examinations Officer, which gave an overview of examination regulations and arrangements.** This presentation also provided information on the procedure for applying for special consideration should a pupil experience an illness, injury or traumatic event which affects their performance in the examinations. Please find a link to the presentation below:

<http://www.banbridgeacademy.org.uk/wp-content/uploads/2023/05/Public-Exams-Assembly-Summer-2023.pdf>

Results from all Examination Boards will be issued in school on **Thursday 17 August from 9.15am**. As in recent years, pupils will be able to access CCEA results online using the PIN provided. **It is important, however, that if results are to be posted out to pupils, a stamped addressed envelope is left in the school office for this purpose. Alternatively, a written request may be submitted to the Examinations Officer to arrange for parents or other designated individuals to collect the results. Owing to the confidential nature of these results it is school policy not to release examination results by telephone.** My colleagues will be available in school on results day to offer advice and guidance should this be necessary.

**At the end of the examinations pupils must return all text books to the appropriate department.** Your co-operation in ensuring that this is done would be greatly appreciated. As text books are very expensive items to replace it is essential that all pupils return individual copies, following the

guidelines issued by each department. Parents will be asked to pay for text books which are not returned or indeed for those which are returned in very poor condition.

During the examination period, should a parent or pupil need to speak to a member of the examinations team about any issues, queries can be forwarded directly via email to [examqueries@banbridgeacademy.org.uk](mailto:examqueries@banbridgeacademy.org.uk).

**Finally, I should like to take this opportunity to wish your son/daughter success in these important examinations and in the next step in his/her career.**

Yours sincerely



R S McLoughlin  
Principal