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7 May 2026

Dear Parents/Carers

I write to share with you some final information in advance of the Year 11 external examinations this summer. Included within this letter is information about:

- Exam Preparation Sessions
- Exam Timings
- Wellbeing Support
- Results Day and Post-Exam Services
- Exam Requirements, Policies and Procedures

Exam Preparation Sessions

Prior to each exam, students will have a final exam preparation session to help ensure they are fully prepared. This allows students to access invaluable guidance from their teachers. Attached to this letter is an overview of when the revision sessions are (noted in pink boxes). Some of these are different to students' normal timetable. As such, it is advisable for them to write this into their school planner. Students received a printed copy last week during registration.

Exam timings

Morning exams start at 9am, afternoon exams start at 1pm. It is important that your child is on time for their exams. If an unforeseen circumstance impacts on this, please contact school as soon as possible, to allow us to provide appropriate support and guidance. In the event that a school bus is delayed there are arrangements in place to ensure that all students receive the correct amount of time to complete their exam.

Your child needs to wear full school uniform for all of their exams.

Wellbeing Support

The final run-up to exams can be a challenging time for young people. There is always someone at school to help, and numerous sources of external support that we are able to signpost. Further information is available in our booklet on "Supporting Your Child with Exam Preparation" available on the school website by following [this link](#). This includes information on Reframing your Thinking and Managing the Physical Feelings of Worry.

Results Day

This year results day will take place on Thursday 20 August 2026. Results will be issued in person between 9am and 11am. Please be aware that we are only able to issue results to students, not to parents/carers or any other representative.

If your child is unable to be present for results day in person to collect their results, there are two options open to them:

- **Nominate a family member to collect the results on their behalf**
The student will need to email exams@cardinalheenan.com from their school email account giving their consent for their family member to collect their results on their behalf. On results day, this person will need to bring some form of photo ID so we can verify their identity.



- **Request an email of results on results day**

The student will need to email exams@cardinalheenan.com from their school email account to request their results be emailed and specify the email address (non-school) that they wish their results to be emailed to. The exams team will send a confirmation email to both email addresses to confirm receipt. On results day, as we will be busy issuing results to students on-site, we are unable to guarantee a specific time that results will be emailed but we will do our best to email them as soon as we are able.

Post-Results Services

If your results are not as you expected in the summer there are various post-results services on offer:

- Clerical Re-Check of Marks – this will check that all parts of the script have been marked, marks have been totalled correctly and all marks have been recorded correctly
- Review of Marks – this will check that the mark scheme has been applied correctly and there are no errors of marking
- Review of Moderation – this will check the original moderation of Non-Exam Assessment has been fairly and consistently applied

Each of these services carries a cost set by the exam boards and student consent is required before proceeding as a student's overall grade may decrease as well as increase. All requests for these services need to be made through the school; exam boards will not accept requests direct from students. Full details, deadlines and costs of the services on offer will be contained with your child's exam results on results day.

Exam Requirements, Policies and Procedures

External exams are formal events, which are governed by rules set out by the Joint Council for Qualifications (JCQ) who work to ensure fairness across exams sat at different schools. Attached to this letter is Information for Candidates issued by the JCQ. This sets out the rules that students must follow for their exams.

To help to ensure that the exam experience is as smooth as possible for students, we follow all of the JCQ rules for exams during the mock exam period. This means that students have practised the routines, and so have a clear understanding of what to expect in their summer exams. This allows them to focus on the content of their exam, rather than the rules. In particular:

- Students are only permitted to take stationery in with them, and this should be stored in a clear plastic pencil case
- Students may take a bottle of water with them, but this must be in a clear plastic bottle with no label on
- As mobile phones, earphones, airpods and watches are not permitted in the exam hall, students are given a brown envelope to put these in. These are then handed in to one of our pastoral team, who stores them securely during the exam and then returns them straight after the exam

Malpractice

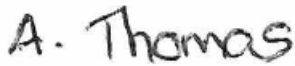
We are required by the JCQ to report to the exam board any instances of malpractice (where a student fails to follow the exam procedures) no matter how small. Where this happens, we provide a detail report to the exam board of the incident and they determine the appropriate sanction. Sanctions include: Written warning; Loss of marks; Disqualification from unit/paper; Disqualification from the qualification; Disqualification from all subjects; and Barred from entering exams. Our Exams Malpractice Policy is available on request (if you require a copy, please email exams@cardinalheenan.com), along with our Exams Complaints and Appeals Policy.

Contact Details

The final run-up to exams can be a worrying and daunting time for young people and their families. At Cardinal Heenan, we are keen to ensure this experience is as smooth and stress-free as possible. I hope that the information provided in and with this letter help you and your child to understand what to expect. If you have any further questions, please do not hesitate to contact us on:

- Mrs A Millington (Head of Year 11) – amn@cardinalheenan.com
- Mrs J Forbes (Assistant Head of Year 11) – jfs@cardinalheenan.com
- Mrs A Powell-Wiffen (SENDCo, inc. exams access arrangements) – apn@cardinalheenan.com
- Mrs A Marks (Student Services Manager) – ams@cardinalheenan.com
- Miss A Thomas (Assistant Headteacher) – ats@cardinalheenan.com

With kind regards



Miss Thomas
Assistant Headteacher