

11 June 2026

Dear Parent/Carer

I am getting in touch today to inform you that your child will be sitting their formal Level 1 Digital Functional Skills Qualification examination in the week beginning 6 July 2026.

The examination will be carried out on-screen and contains a mix of content knowledge questions and practical tasks. Students have completed one mock, and will complete another in preparation for the final examination, in lessons outside of the formal assessment window (22 June - 3 July).

This is a formal qualification which means that full examination procedure will be followed. As the examination is on-screen, students have been grouped into exam sessions from Monday to Thursday. The exam is 1 hour and 45 minutes in duration so students will either miss lesson 1 and 2, or 3 and 4 to undertake it.

The examination has been organised around the dates for GCSE Geography field work days and other visits scheduled for that week. The full lists have been published to Google Classroom and to tutors. If you know that your child will not be present on any particular day in the week of 6th July for any reason, please inform me by email at vfaithfull@springfield.uk.net as soon as possible so that we can book your child into the appropriate examination session.

If your child is missing from the list and would like to be entered into the exam, they must speak to me in person prior to 3pm on Friday, 26 June.

It is vital that students arrive on time for the examination to the Learning Centre. They need to arrive at least 10 minutes before their start time. This means morning session students need to arrive at the Learning Centre at 8.50am and afternoon session students arrive at 11.05am. Students who arrive after their start time will not be allowed entry into the examination room so as not to disrupt the other students. Students who are not permitted entry due to lateness will not be given another opportunity to sit the examination. If your child is absent on the day of the exam, they may be able to complete it on Friday, 10 July. The latest date and time that they can be entered for this catch-up session is 3pm on Thursday, 9 July.

I appreciate your support in enabling your child to obtain this qualification. If you have any questions or concerns, please get in touch.

Kind regards



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