

17 April 2026

Dear Parent/Carer

I am getting in touch to inform you that your child will be sitting their formal Level 1 Digital Functional Skills Qualification examination in the week beginning 06 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 to 03 July).

This is a formal qualification which means that full examination procedure will be followed. As the examination is on-screen, students will be 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 sessions will be organised around the dates for GCSE Geography field work days. The full lists will be published later this term once these dates have been finalised. I will send another letter once these have been published to remind you and your child of expectations regarding this examination.

If you know that your child will not be present on any particular day in the week of 06 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.

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



Mrs Faithfull
Head of Computing