



The  
Ladies'  
College  
Guernsey



**Sixth Form  
Handbook  
2016 - 2017**



## The Leaf Centre



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## Welcome from the Head of Sixth Form



Welcome to the Sixth Form Handbook. Sixth Form is an exciting time in your academic career. You have reached the top of the school! You are now a role model to the younger students. It's a time for you to specialise in the subjects that interest you most and work to get one step closer to achieving your long term goals. However, I strongly believe that Sixth Form is much more than just academic study. It's a chance to gain more freedom but also an opportunity to take on more responsibility. At The Ladies' College Sixth Form we aim to develop and nurture your talents beyond the classroom and offer opportunities to develop your skills to be successful whatever your next step.

This handbook provides you with everything you need to know about studying at Sixth Form at The Ladies' College and gives you further insight into what other opportunities are on offer. It seeks to answer any questions you may wish to ask now and some that might not have occurred to you yet. Your form tutor will point out key areas as the time arises but feel free to dip into sections of relevance as and when you need to. I hope that you will find it useful.

I look forward to welcoming you in September and supporting you throughout your time in Sixth Form.

### **The Ladies' College Aims**

To encourage each girl to grow in confidence, enjoy her talents to the full and value the qualities of others.

To provide an environment in which girls grow up happily, develop wide interests and make lifelong friends.

A handwritten signature in black ink, appearing to read 'V. Mitchell'.

Dr V Mitchell  
**Head of Sixth Form**  
twitter@LC\_SixthForm



## **(I) GCSE Results and Start of Term Arrangements**

### **Results Day**

**Thursday 25<sup>th</sup> August 2016**

(I)GCSE results will be available for collection on **Thursday, 25<sup>th</sup> August from 9.00 a.m.** from the Drama Studio. The office will be open until 12.30 p.m. Any uncollected results will be posted home after this time.

A general list of results will NOT be displayed on the notice boards. Please do not telephone the College for your results.

Members of staff will be available on the day should you wish to discuss any options changes once you have received your results and you can contact the College to make an appointment subsequently if required. There is time within the first week of College for these to be addressed and it is better to take the time to discuss the courses with the teaching staff first.

Mr Barnes will be available from 13.30 - 15.30 on **Tuesday 6th September** and **Wednesday 7th September** at The Ladies' College to discuss option choices should any changes be needed or if you have not obtained the required grades at (I)GCSE. Students should make every effort to speak with subject teachers and Mrs Gribbens or Mrs Pearson, prior to seeing Mr Barnes.

Please note that any requests for subject changes are discussed between the Sixth Form Partnership to ensure maximum group sizes are not exceeded and changes are not confirmed until you receive your timetable.

### **Alternative Arrangements for Collection of Results**

If you know you are going to be unable to collect your results you must email [registrar@ladiescollege.ac.gg](mailto:registrar@ladiescollege.ac.gg) giving consent for your results to be either emailed or collected by another person. If your results are being collected by another person, they must bring with them some form of ID (driving licence or passport) and a name should be supplied, in advance, to the Registrar at the email address above.

### **Contacting the College**

The College Office will be unmanned due to building work throughout the summer holidays. Should you need to make contact after your results, please use one of the following email addresses:

**Important email addresses:**

[registrar@ladiescollege.ac.gg](mailto:registrar@ladiescollege.ac.gg)  
[awade@ladiescollege.ac.gg](mailto:awade@ladiescollege.ac.gg)  
[hbarnes@ladiescollege.ac.gg](mailto:hbarnes@ladiescollege.ac.gg)  
[jhenderson@ladiescollege.ac.gg](mailto:jhenderson@ladiescollege.ac.gg)  
[vmitchell@ladiescollege.ac.gg](mailto:vmitchell@ladiescollege.ac.gg)

Miss Rosalyn McClean (Registrar)  
 Mr A. Wade (Examinations Officer)  
 Mr H. Barnes (Director of Studies)  
 Mr J. Henderson (Assistant Principal)  
 Dr V. Mitchell (Head of Sixth Form)

**Start of Term for Lower Six Students**

<b>Michaelmas Term 2016</b>	
<b>Staff INSET</b>	Tuesday 6 <sup>th</sup> September
<b>Start of Term (Staff)</b>	Wednesday 7 <sup>th</sup> September
<b>Start of Term (Students)</b>	Thursday 8 <sup>th</sup> September <b>Students are expected in for 8.30 a.m.</b>
<b>Half Term</b>	Friday 21 <sup>st</sup> October 12.30 p.m. finish Monday 24 <sup>th</sup> – Friday 28 <sup>th</sup> October
<b>Term Ends</b>	Friday 16 <sup>th</sup> December 12.30 p.m. finish



## Contact Details

<b>The Ladies' College</b>	<b>Elizabeth College</b>																						
<p>Telephone: 01481 721602</p> <p><b>Principal</b> Mrs A. Clancy</p> <p><b>Deputy Principal</b> Mrs J. Pearson</p> <p><b>Director of Studies</b> Mr H. Barnes <a href="mailto:hbarnes@ladiescollege.ac.gg">hbarnes@ladiescollege.ac.gg</a></p> <p><b>Assistant Principal</b> Mr J. Henderson <a href="mailto:jhenderson@ladiescollege.ac.gg">jhenderson@ladiescollege.ac.gg</a></p> <p><b>Head of Sixth Form</b> Dr V. Mitchell <a href="mailto:vmitchell@ladiescollege.ac.gg">vmitchell@ladiescollege.ac.gg</a></p>	<p>Telephone: 01481 726455 Fax: 01481 714830</p> <p><b>Principal</b> Mr G.J. Hartley</p> <p><b>Vice Principal – Academic</b> Mr R.J.W. James <a href="mailto:rjames@elizabethcollege.gg">rjames@elizabethcollege.gg</a></p> <p><b>Vice Principal – Pastoral</b> Mr J.M. Shaw</p> <p><b>Head of Sixth Form</b> Mr C.R.W. Cottam</p> <p><b>Head of Lower Sixth</b> Mrs J. Dittmar</p> <p><b>Head of Upper Sixth</b> Mr C.R.W. Cottam</p>																						
<p><b>Careers</b> Miss E. Dudin <a href="mailto:edudin@ladiescollege.ac.gg">edudin@ladiescollege.ac.gg</a></p> <p><b>FORM TUTORS</b></p> <p><b>Lower Sixth</b></p> <table border="0"> <tr> <td>Lower 6A</td> <td>Mr P. Fotheringham</td> </tr> <tr> <td>Lower 6B</td> <td>Mrs Z. Ellis</td> </tr> <tr> <td>Lower 6C</td> <td>Mrs H. Bailey</td> </tr> <tr> <td>Lower 6D</td> <td>Dr K. Marshall</td> </tr> </table> <p><b>Upper Sixth:</b></p> <table border="0"> <tr> <td>Upper 6A</td> <td>Miss E. Clements</td> </tr> <tr> <td>Upper 6B</td> <td>Mr A. Hale</td> </tr> <tr> <td>Upper 6C</td> <td>Miss E. Dudin</td> </tr> </table> <p><b>Girls' Link at EC</b>      Miss E. Willcocks</p>	Lower 6A	Mr P. Fotheringham	Lower 6B	Mrs Z. Ellis	Lower 6C	Mrs H. Bailey	Lower 6D	Dr K. Marshall	Upper 6A	Miss E. Clements	Upper 6B	Mr A. Hale	Upper 6C	Miss E. Dudin	<p><b>Careers</b> Miss K.F. Conroy <a href="mailto:kconroy@elizabethcollege.gg">kconroy@elizabethcollege.gg</a></p> <p>Miss P.J. Dudley <a href="mailto:pdudley@elizabethcollege.gg">pdudley@elizabethcollege.gg</a></p> <p><b>FORM TUTORS</b></p> <p><b>Lower Sixth</b></p> <table border="0"> <tr> <td>Mr R.M. Davis</td> </tr> <tr> <td>Miss J. Flood</td> </tr> <tr> <td>Mr M.N Heaume</td> </tr> <tr> <td>Mr M.A. Stephens</td> </tr> </table> <p><b>Upper Sixth</b></p> <table border="0"> <tr> <td>Mr M.A. M Buchanan</td> </tr> <tr> <td>Mr P.G. Davis</td> </tr> <tr> <td>Mr L. Hudson</td> </tr> <tr> <td>Mr S.J.Huxtable</td> </tr> </table> <p><b>Boys' Link at LC</b>      Dr V. Mitchell</p>	Mr R.M. Davis	Miss J. Flood	Mr M.N Heaume	Mr M.A. Stephens	Mr M.A. M Buchanan	Mr P.G. Davis	Mr L. Hudson	Mr S.J.Huxtable
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Mr L. Hudson																							
Mr S.J.Huxtable																							

**Please make all contact with The Ladies' College for Concerns or Queries in the first instance.**



## Office Staff (The Ladies' College)

### Other Useful Contacts

Should you have any specific concerns regarding your daughter's work or well-being her Form Tutor is normally the first point of contact. You should telephone the school office and the office staff will arrange for the relevant member of staff to return your call.

<b>Bursar:</b>	Miss E. Bridge	<a href="mailto:bursar@ladiescollege.ac.gg">bursar@ladiescollege.ac.gg</a>
<b>Assistant Bursar:</b>	Mrs S. Hardill	<a href="mailto:shardill@ladiescollege.ac.gg">shardill@ladiescollege.ac.gg</a>
<b>Finance Assistant:</b>	Mrs J. Carnachan	<a href="mailto:jcarnachan@ladiescollege.ac.gg">jcarnachan@ladiescollege.ac.gg</a>
<b>Operations Assistant:</b>	Mrs E. Gavet-Le Tissier	<a href="mailto:egavet-letissier@ladiescollege.ac.gg">egavet-letissier@ladiescollege.ac.gg</a>
<b>Principal's P.A.</b>	Mrs R. Chilton	<a href="mailto:principalspa@ladiescollege.ac.gg">principalspa@ladiescollege.ac.gg</a>
<b>Registrar</b>	Miss R. McClean	<a href="mailto:registrar@ladiescollege.ac.gg">registrar@ladiescollege.ac.gg</a>
<b>Receptionist</b>	Mrs D. Nelson	<a href="mailto:reception@ladiescollege.ac.gg">reception@ladiescollege.ac.gg</a>
<b>Administration Assistant:</b>	Mrs A. Bampton	<a href="mailto:abampton@ladiescollege.ac.gg">abampton@ladiescollege.ac.gg</a>

If your daughter is going to be off school ill, please contact the office either by telephone prior to 8.25 a.m. or by email to [reception@ladiescollege.ac.gg](mailto:reception@ladiescollege.ac.gg) The main office is manned from 8.00 a.m. until 4.00 p.m.

### Communicating with Parents

The College generally uses Group Call to send out information to parents which can either be an email or a text message.

Please could we ask you to add the following addresses to your email accounts which you have supplied to the College, this will hopefully avoid any communication from us being sent to your Junk/Spam account.

[registrar@ladiescollege.ac.gg](mailto:registrar@ladiescollege.ac.gg)

[abampton@ladiescollege.ac.gg](mailto:abampton@ladiescollege.ac.gg)

[principalspa@ladiescollege.ac.gg](mailto:principalspa@ladiescollege.ac.gg)

[7066001@groupcallalert.com](mailto:7066001@groupcallalert.com)



## **Registration and Form Tutor Time**

- Arrive at College before 08.25 unless you have a lesson at Elizabeth College. Registers close at 08.28.
- Girls having lessons at Elizabeth College in the first period of the day should register with Miss Willcocks in Music Room 1 at 08.25. Registers close at 08.28.
- If you are late you must sign in at the appropriate Reception before going to your first lesson.
- Register with your Form Tutor daily, if your first lesson is at The Ladies' College.

### **Lower Six**

L6A Room 20 – New Building

L6B Room 21 – New Building

L6C Sixth Form Classroom (The Leaf Centre)

L6D Room 22 – New Building

### **Upper Six**

U6A Sixth Form Art Room (by Swimming Pool)

U6B Room 2

U6C Room 1

- Attend full school Assembly at 10.30 on Mondays and Thursdays\*
- Attend Year meetings at 10.30 on alternate Fridays \*
- Attend tutorials from 10.30 – 10.50 twice a week\*
- All teachers will record attendance at the beginning of each lesson

*\*Correct at time of going to print*



## Term Dates 2016 - 2017

<b>Michaelmas Term 2016</b>	
<b>Staff INSET</b>	Tuesday 6 <sup>th</sup> September
<b>Start of Term (Staff)</b>	Wednesday 7 <sup>th</sup> September
<b>Start of Term (Students)</b>	Thursday 8 <sup>th</sup> September
<b>Half Term</b>	Friday 21 <sup>st</sup> October 12.30 p.m. finish Monday 24 <sup>th</sup> – Friday 28 <sup>th</sup> October
<b>Term Ends</b>	Friday 16 <sup>th</sup> December 12.30 p.m. finish
<b>Lent Term 2017</b>	
<b>Staff INSET</b>	Wednesday 4 <sup>th</sup> January
<b>Start of Term</b>	Thursday 5 <sup>th</sup> January
<b>Half Term</b>	Friday 17 <sup>th</sup> , Monday 20 <sup>th</sup> – Friday 24 <sup>th</sup> February
<b>Term Ends</b>	Friday 7 <sup>th</sup> April 12.30 p.m. finish
<b>Trinity Term 2017</b>	
<b>Start of Term</b>	Monday 24 <sup>th</sup> April
<b>Bank Holiday</b>	Monday 1 <sup>st</sup> May
<b>Liberation Day</b>	Tuesday 9 <sup>th</sup> May
<b>Bank Holiday/Half Term</b>	Monday 29 <sup>th</sup> May and Tuesday 30 <sup>th</sup> May
<b>Staff INSET</b>	Tuesday 30 <sup>th</sup> May
<b>Term Ends</b>	Friday 7 <sup>th</sup> July 12. 30 p.m. finish

Dates for post July 2017 will be published on our website at the end of Trinity Term 2016.

[www.ladiescollege.com](http://www.ladiescollege.com)

### **Last day of Term**

Please note that we try to make sure we finish as close to 12.30 p.m. as possible. However, sometimes events do overrun. Your patience and understanding with pick-ups is much appreciated.



# The Leaf Centre

## Code of Conduct

### 1. General

Access to the Leaf Centre is a privilege for Sixth Form Students. It is 'owned' and managed by the incumbent Sixth Form, who are expected to accord the facilities the same degree of respect and care that they would wish to be applied to their own possessions. These facilities are to be handed-on in good condition to those who follow and must be kept clean and tidy at all times.

The Leaf Centre may be used before school although not before 07.45 when the site is opened for the day. It may be used during private study and after 16.00 until the College closes at 17.30 (Students should be aware that the cleaner will require access after school to clean the facilities.) The Key padlock on the entrance to the Centre restricts access at other times.

It is an expectation of the College that members of the Sixth Form treat one another and members of staff with respect at all times.

#### **The Leaf Centre comprises the following areas:**

##### **Two Study Areas**

These are equipped with computer terminals and have wireless connectivity.

##### **One Common Area**

Entrance Hall, Lobby, Head of Sixth Form, Assistant Principal and Teaching Staff offices. Kitchen, Lavatory facilities, and main lounge area. Most areas have wireless connectivity.

##### **One Teaching Room**

To be used under the direction of teaching staff only.

### 2. Management of the Leaf Centre

Overall supervision of The Leaf Centre rests with the Head of Sixth Form, Assistant Principal and the Head Girl. In some matters the Principal, Deputy Principal, Bursar and Premises Manager also may be involved. The Leaf Centre will be supervised throughout the school day by a member of staff.

### 3. Fabric and Fittings

Students will respect all décor, fabric, fittings and equipment within The Leaf Centre and will be required to pay for damage. Personal property must be stored responsibly; no liability can be accepted for items brought into College.

#### **4. Quiet Areas**

The quiet areas include all office space, the study rooms and the classroom. Furniture must not be misused or moved around so as to cause obstructions.

#### **5. Foyer and Kitchen area**

These are not quiet areas and it is expected that students wishing to eat and socialise will do so in these areas but they must not disturb lessons in the classroom. These rooms must be kept clean and tidy at all times. When using the kitchen students should clean up after themselves and leave it as they would expect to find it.

#### **6. Failure to adhere to the Code of Conduct**

In the event that any student does not adhere to this protocol, the Head of Sixth Form will arrange a meeting to remind them of the Code of Conduct. In the event of any further problems, the issue will be referred to the Assistant Principal, Deputy Principal, or the Principal who may wish to take further action. Access to the centre may be withheld from any student unable to adhere to the Code of Conduct.

#### **7. Lockers**

Students will be provided with a 'day locker' at the beginning of the year. They are responsible for providing a lock. Anything left in The Leaf Centre will be disposed of on a weekly basis. If any damage is discovered, students will be expected to pay. This is not long-term storage. There will be regular checks of the room.

Damage caused through any form of misuse will normally result in a financial charge being levied against the perpetrator(s), in addition to any other action(s) such as the denial of access to the Centre for a set period. All instances of damage will be reported to the Deputy Principal or the Principal.



## Subjects, Teaching Staff 2016

<b>Subject</b> <i>Plus timetable code</i>	<b>The Ladies' College</b>	<b>Elizabeth College</b>
	<i>Staff names, code and usual teaching room (HoD listed first)</i>	
Ancient History (AH)		Mr R. Inderwick (RIN)
Art (ART)	Miss E. Clements (ECL)	Mr A. Stephens (AST) Mrs S. Lee (SHL) Mrs C. Buchanan (CBU)
Biology (BI)	Miss I. Ellen (IEL) Mr T. Adkins (TAD)	Mr R. Le Sauvage (RLE) Mrs E. Chamberlain (ECH)
Business Studies (BUS)	Mr P. Fotheringham (PFO)	Mr E. Adams (EAD)
Chemistry (CH)	Dr K. Marshall (KMA) Mr H. Barnes (HBA)	Miss P. Dudley (PDU)
D & T (Graphic) (DTG) & D & T (Materials) (DTM)		Miss M. Schofield (MSC) Mr T. Slann (TSL) Mr E. Vincent (EVI) Miss P. Le Poidevin (PPO)
Drama (DR)	Mr G. Swann (GSW) Mrs M. King (MKI)	
Economics (EC)	Mr P. Fotheringham (PFO)	Mr E. Adams (EAD)
English Literature (EL)	Mrs Z Ellis (ZE) Mrs M. King (MKI) Ms J. Doyle (JDO)	Miss J. Flood (JFL) Mr M. Buchanan (MBU) Mrs M. Campbell (MCA)
Film Studies (FS)		Mrs H. Mauger (HMA) Mr M. Heaume (MHE)
French (FR)	Miss B. Bathany (BBA) Miss E. Borda (EBO)	Mrs J. Dittmar (JDI) Miss A. Demongoeot (ADE) Mr R. Morris (RMO)
Geography (GG)	Mrs M. Brogan (MBR) Mr T. McGovern (TMG)	Mrs S. Huxtable (SHU) Mr B. Aplin (BAP) Mr S. Morris (SMO)
German (GM)	Mrs M. Hartley (MHA)	Mr R. Morris (RMO)
History (HI)	Mrs B. Henderson (BHE) Mrs C. Montague (CMO)	Mr G. Cousens (GCO) Mr R. James (RJA)
Latin (LT)		Mr C. Cottam (CCO)

Mathematics (MA)	Mr A. Hale (AHL) Mr P. Hill (PHI) Mrs C. Gribbens (CGR) Mrs C. Rabey (CRA) Ms T. Ledger (TLE)	Mr T. Addenbrooke (TAN) Miss K. Conroy (KCO) Mr D. Du Putron (TDU) Mr D. Loweth (DLO) Mr T. Le Lacheur (TLA)
Music (MU)	Mr J. Henderson (JHE) Mrs A. Roue (ARO)	Miss E. Willcocks (EWI)
Photography (PO)	Mr J. Bolt (JBO)	Mrs S. Lee (SHL) Mrs C. Buchanan (CBU)
Sports Studies & P.E. (SE)	Mrs R. Dovey (RDO) Mrs H. Bailey (HBY)	Mr S. Tansey (STA) Mr D. Wray (DWR) Mr M. Garnett (MGA) Mr A. Good (AGO)
Physics (PH)	Miss R. Pretorius (RPR)	Mr P. Davis (PDA)
Psychology (PY)	Dr V. Mitchell (VMI) Mr C. Roughsedge (CRS)	
Religious Studies (RS)	Miss C. Le Maitre (CLM)	Mr T. Edge (TED)
Spanish (SP)	Mrs S. Devine (SDE)	Mrs M. Gordon (MGO) Mr A. Lumley (ALU)
UCAS Co-ordinator (CR)	Miss E. Dudin (EDU)	Miss K. Conway (KCO) 11 – 16 Dr A. Bargery (ABA)



# Prefects and House Officials

## September 2016

**Head Girl:** Chloe Curtis

**Deputy Head Girl:** Mathilda Green

**Deputy Head Girl:** Morgan James

### Prefects 2016

Lucy Atkinson	Morgan James
Olivia Atkinson	Katy Martin
Hannah Belton	Ellen Morley
Chloe Curtis	Georgina Reynolds
Lily Davison	Maninda Singh
Daisy de Garis	Rosie Smith
Amy David	Victoria Symes
Mathilda Green	Olivia Van de Velde

### House Officials (*Positions to be appointed*)

**Brock** House Captain  
House Secretary  
Team Manager

**Carey** House Captain  
House Secretary  
Team Manager

**De Sausmarez** House Captain  
House Secretary  
Team Manager

**Durand** House Captain  
House Secretary  
Team Manager

**School Council:**

**Ilex:**

**College Voice:**

**Charities Committee:**



## What should you expect from us in the Sixth Form?

The College has a responsibility to you. We want your time in the Sixth Form to be fulfilling in all ways: intellectually stimulating and challenging but also socially invigorating and fun.

We have a genuine concern for your welfare, development and ultimate success. Teachers, Tutors and Heads of Year are there to help ensure that you achieve your best. You should never feel that there is nobody to turn to if you are struggling.

### **Your subject teachers should:**

- Provide you with syllabi and programmes of study for your courses
- Set appropriate tasks regularly, in line with those programmes of study
- Set work for you if they are absent from class (which you can complete at your own school)
- Attend classes promptly
- Mark and return work within a reasonable time period
- Assess and evaluate your work in a positive way
- Regularly review your progress
- Establish targets for future development

### **Your tutor should:**

- Look after your general well-being and make you feel valued and cared for.
- Monitor your attendance and progress
- Offer pastoral support and be available at reasonable notice if you need to discuss any issues with you or your parents.
- Meet with you regularly as part of a group and provide meaningful activities.
- Provide you with regular and relevant information
- Advise you about study skills
- Offer active support for university, college or job applications (NB not specific careers advice)



- Regularly check uniform and reinforce rules.
- Offer guidance for University, course selection and links into careers
- Discuss with you any issues which are a cause for concern

**Your Head of Sixth Form and Assistant Principal should:**

- Communicate any relevant information to you directly or via your tutor
- Liaise with your tutor and teachers about any action which needs to be taken to improve your academic potential
- Liaise with your tutor, you and your parents about any issues which are a cause for concern



## What do we expect of you?

You are a key part of the College and we want you to get everything you can out of Sixth Form, whilst also contributing positively to the life and development of the College.

Younger pupils will look up to you and you should remember that you set the tone both in College and also in the wider community.

### **Participation**

You should work hard to gain results of which you can be proud, but you should also aim to enrich your life by taking up extra-curricular opportunities such as sport, music, Young Enterprise, Duke of Edinburgh Award Scheme, Management Shadowing, Work experience placements, community work, cultural experiences and College trips (see page 19)

### **Motivation**

Tutors and teachers will help you to make the transition from GCSE to Sixth Form study and it is important that you keep channels of communication open. Students must take responsibility for their learning, managing time effectively and reading widely. It is important also to use private study time wisely.

**The following list is designed to help you with the transition from Upper Five to Sixth Form.**

### **Students should:**

- If you are going to be off school ill, please ask your parent(s) to contact the office either by telephone prior to 8.25 a.m. or by email to [reception@ladiescollege.ac.gg](mailto:reception@ladiescollege.ac.gg) The main office is manned from 8.00 a.m. until 4.00 p.m.
- Inform the College Office if they are unwell during the school day and follow the signing out procedure. Students should sign out at Reception. The Receptionist will contact a senior member of staff and ask that a slip is signed. Students must use the signing-out book in the Leaf Centre when visiting Doyles.
- If leaving College for appointments, please sign out / in at Reception at either College as appropriate.
- Attend all classes and timetabled activities promptly. If you are late arriving at either College you must sign in at Reception.
- Bring books and other necessary equipment to lessons.
- Complete all work on time.

- Use private study time to follow up and consolidate work started in class.
- Keep arranged appointments to meet staff.
- Listen to and act upon advice given.
- Follow College rules on behaviour.
- Be of smart appearance and dress in the required uniform.
- Inform staff as soon as possible about planned absence and catch up on work missed
- Try to arrange appointments out of school, and never in lesson time. Driving lessons or tests must never be arranged during lesson times.
- Ask parents to send a request in writing/via email to the College office for driving lessons/tests and other appointments during the school day  
[reception@ladiescollege.ac.gg](mailto:reception@ladiescollege.ac.gg)
- Use the planner and programmes of study to plan commitments and work



# Opportunities and Activities available in the Sixth Form

## **Prefects**

Prefects support the staff in upholding the College's ethos. Their uniform and general appearance should be beyond reproach.

We will also consider positions of responsibility/service within the College:

- Head Girl/Deputy Head Girl
- Prefect
- House Official
- Member of School Council
- Member of Charities Committee
- Librarian
- Ilex Editor
- Editor of the School Newspaper

Subject specific achievements will also be considered.

However, we do encourage students to set up their own clubs and societies throughout their time in the Sixth Form.

## **Physical Activities**

Students have their own choice of physical activity in the Sixth Form. This enables girls to pursue their own interests.

If you have free period before the timetabled games period, there may be enough time for you to leave the College site after signing out at Reception in order to swim, play badminton or attend the fitness studio at Beau Sejour.

Sixth Form students are expected to take a full and active role in House sports competitions and you are required to wear suitable sports kit. (The required PE kit is noted in the uniform list.)

## **Sixth Form Co-Curricular (Extended Study Programme)**

### **Enrichment Opportunities for Lower Six**

There will be a timetabled session each week when students will be introduced to different opportunities to enrich their time in the Sixth Form. Attendance is compulsory. Various speakers will be invited to share their experiences through workshops, discussions and presentations. The topics will be very varied, including study skills, employability, careers and PSHE. Students are encouraged to record information about the sessions in their enrichment file.

It is important that students apply for the enrichment opportunities promptly, check and reply to their college emails regularly, and return parental agreement forms by the due date in order to demonstrate good organisational skills.

We run diploma which takes into account enrichment activities and positions of responsibility. This is designed to be awarded at 3 levels over a 2-year Sixth Form course. The three levels are: Level 1 (pass), Level 2 (Merit) and Level 3 (Distinction)

### **Young Enterprise (Y.E.)**

This opportunity allows groups of students to form companies and offers individuals the chance to take on key roles with different responsibilities within their company.

The local advisor and coordinator will give a presentation to all Lower Sixth Form students in September. The benefits of taking part in a group activity with students from other schools and colleges on the island will be explained. Many of our students become involved in this venture, early in the Michaelmas term, so that they can be ready to market the goods which their companies have produced in time for Christmas.

An evening of presentations from each company takes place in the Trinity term when awards will be made to individuals and companies.

#### ***Young Enterprise Top Tips:***

- Don't be afraid to share your ideas or fears
- Be democratic
- Listen to all the members in your company
- Have regular hot drink breaks
- Share tasks out evenly
- Take into account some people are willing to do more than others
- Know that people are doing it for different reasons (CV filler, experience, profit, contacts)

### **Moot**

During the Michaelmas term, lawyers from Collas Crill will give a presentation to Lower Sixth students about the benefits of taking part in a legal debate called a Moot. Students gain valuable insight into the legal processes of prosecution and defence through a series of competitions, culminating in a semi-final when both sides of a case are heard by a senior lawyer or judge and the winning team is announced. Advice is given by local lawyers at the after-school sessions held in several local schools.



***Winners 2015/2016***  
***Lily Davison and Olivia Atkinson***

## De Putron Challenge

This is an Inter-Island General Knowledge Quiz between teams of students from Guernsey and Jersey. 3 students represent The Ladies' College and various knock-out rounds are held within the sixth form to find our best participants to represent The Ladies' College. Elizabeth College also send 3 of their boys, so there is friendly rivalry between the two Colleges. The event is held in Guernsey this year.

## Institute of Directors' Management Shadowing (IoD)

Each year, students will be given the opportunity to shadow a senior manager for a period of up to 3 days in either the Lent half term, Easter or summer vacation of the Lower Sixth Form. This opportunity gives students a chance to identify the skills required to become successful managers of the future and gives them an insight into the world of business. A spokesperson from the Institute of Directors will give a presentation about the benefits of this scheme at the beginning of the Lent term. All participants are expected to make a short oral presentation about their experience to a panel of judges. They must also attend the awards night, when the overall winners will give their presentations in front of managers, family and participating students. This is also the opportunity to thank their managers for the opportunity to shadow them.



*"This was a great experience for me as it's such a different opportunity to take part in as you really get a feel for what a workplace environment is like for someone in a senior position. It's also so worthwhile as you are given a workshop on how to make better presentations and you can work on your public speaking. Throughout this experience I've developed a number of skills and am very glad this is offered to students. The prize money is a bonus too!" Jessica Coburn*

## First Aid training

A presentation about First Aid will be given to Lower Sixth students by a local paramedic. Students may sign-up for after-school sessions in order to gain their certificate and card. The training will give them the confidence and ability to respond in emergency situations. A small cost is incurred to pay for the 6 hours of training.

## Work Experience

An opportunity to undertake Work experience is available to Lower Sixth students after their examinations in the Trinity term. Work experience is extremely important before making applications for certain degree courses e.g. Medicine, Veterinary, and Teaching, and it is beneficial for students to refer to it in their personal statements.

All Work experience which takes place during term time must be passed through the local Wexbox scheme, organised by Michele Clark from the Education Careers Department. The work placements are checked for health and safety purposes and a job description is available on the web site. A teacher will visit the student during her placement and will discuss the placement

with her and also with her mentor. The teacher and mentor references may be used when students apply for a university place or local employment. Information about the application process will be given to students at the beginning of the Lent term

**Extended Project Qualification (EPQ) – *equivalent to an AS grade.***

All students are given the opportunity to produce a single extended piece of work which requires a high degree of planning, preparation and research, providing valuable evidence for entry to higher education. The total amount of time a student should spend on their EPQ is around 120 hours. This could be a 5,000 word dissertation, an investigative report or an artefact supported by a written piece. The students will then present their research to an audience.



# IT Facilities in the Sixth Form

As part of your studies in the Sixth Form you may be using the College SharePoint. Departments are putting increasing amounts of material on SharePoint so that you can access this material at any time.

## **Username and Passwords**

Boys and girls who are new to study at The Ladies' College will need to have a username and password (issued by Mrs Le Cras) in order to access SharePoint and email.

We recommend that you use the same password for both systems and that this password is a strong one (containing letters, numbers and characters such as # etc.)

On no account should you give your password to another student.

All Sixth Formers are reminded that they are bound by the College's Acceptable Use Policy. Students from Elizabeth College should remember that the Acceptable Use Policy they signed for their systems also applies at The Ladies' College.

Students' personal laptop computers can be configured to make use of The Ladies' College Wireless system. Please see the IT Department if you would like to use this facility. However, only laptops which have working and up-to-date anti-virus software and have automatic updates turned on will be added to the wireless system.





## Sixth Form Careers Advice

Careers lessons are compulsory and timetabled for both Lower and Upper Sixth. The lessons take place in the ICT room. The Internet is used for research and for UCAS applications. Although the majority of girls progress to university, local employment and GAP years are considered and information about a range of careers topics is provided.

Information from the Careers teacher, Miss Dudin is issued regularly with details of forthcoming events. Students are also encouraged to make use of the resources available as they develop their own action plans.

Outside speakers from various disciplines are occasionally invited into College to talk to interested groups of students, share their experiences and offer advice. Visits outside College and Work Experience / Management Shadowing are also co-ordinated through the Enrichment Co-ordinator, Mrs Brogan. Work Experience should not interfere with lessons in the Trinity term unless by special arrangement.

Miss Dudin is also available for individual consultations when both parties have free time. She will be available at parents' evenings so that parents and students are able to discuss issues about career development with them.

Students intending to apply for Higher Education should submit their application early in the first term of Upper Sixth. **Applications completed by students after 1<sup>st</sup> December may not be sent until early in the Lent term.**



# The College Library, Private Study, Common Rooms

## The Ladies' College Library

A Library induction will be provided at the beginning of the Michaelmas term and you are invited to speak to the Librarian (Ms Richardson) if you are unsure about anything.

There is an opportunity for Sixth Form girls to assist in the Library at break and lunchtimes. If you feel you would like to help in this way, please see the Librarian.

## Sixth Form Private Study

Students who fail to use their private study time appropriately may be put into supervised study.

## Accepted Procedures for Study Periods at The Ladies' College

- Areas such as the computer rooms, library and library prep room are available for private study without the need to gain permission. **No food or drink is to be consumed in these areas.**
- Music must not be played in the Leaf Centre during study periods.
- Drinks and food may be taken into the Leaf Centre, but must not be consumed whilst using a computer.

## Common Rooms

Students may be in the EC Sixth Form Centre before registration or at lunchtime if they have lessons at EC immediately afterwards. The Leaf Centre has areas for relaxation and socialising as well as study. During the working day it is expected that students will use their time constructively. It is a requirement that students return to their own school by 10.30 for administration, tutorial sessions and assembly.



## How can you manage your time effectively? What happens if you are not coping with one of your courses?

As a guide, each A-level subject requires at least 5 hours of independent study per week. If you are studying 4 subjects at A-level, you will need to find approximately 20 hours of study time, outside lessons, in order to complete your work.

*Refer to policy on Study Periods (see noticeboard in the Leaf Centre)*

**N.B.** If you use some of your leisure time of paid employment, it is important that this should not impact adversely on your studies. You should not undertake paid work during the period of study leave before public examinations in the Trinity term. We recommend no more than 8 hours per week.

The following is a guide to the management of your school day:

Period A	08.30 – 09.25	Registration then your first lesson (or study period at your own College)
Period B	09.35 – 10.20	Lesson or study period at your own College.
	10.30 – 10.50	Tutor period, year meeting or assembly at your own College
Period C	11.00 – 12.30	Comprising C1 (11 – 11.45) and C2 (11.45 – 12.30) Lesson or study period at your own College.
Period D	13.25 – 14.20	Lesson or study period at your own College.
Period E	14.30 – 16.00	Comprising E1 (14.30 – 15.15) and E2 (15.15 – 16.00) Lesson or study period at your own College

### What happens if you are not coping with one of your courses?

#### TELL SOMEONE

Talk through any problems with friends on the same course. Perhaps they are having similar problems or may find that by discussing the problem or topic together, you will be able to manage it or understand it better. **It is very important that you speak to your subject teacher(s) if you are experiencing any problems/difficulties with your course. Don't hide from the problem as it won't go away.**

Tell your tutor that you are having problems and what you have done to manage the situation. Your tutor may be able to help with other ideas or discuss the situation with your subject teacher. If you no longer wish to continue with a subject or you wish to change to an alternative course, you must discuss this with your Head of Sixth Form.

No timetable changes are allowed, without the permission of the Director of Studies in your own College (Mr Barnes.) Permission will only be given if it is considered in your best interests and after receipt of a letter from your parents/guardians stating their agreement for you to discontinue the course.

### **Referral Forms**

Concerns over issues with the Sixth Form are dealt with via a Referral Form. Boy's forms are given to the Assistant Principal who will liaise with the head of Sixth Form at Elizabeth College. The completed form for girls is to be given to the Sixth Form Year Co-ordinator. These are discussed with the Tutor and or student in order to find a way forward and manager the problem before it gets too serious. The head of Sixth Form will decide whether to implement a period of supervised study to help manage the student's time better and adopt a more conscientious attitude towards independent study. If supervised study appears to be having little effect it will be necessary for parent(s)/guardian(s) to be invited into College to discuss the problems.



## How will we monitor your progress?

Your subject teachers will assess your contributions to the lessons, your attitude in class and the quality of your work. They will take in your homework assignments regularly and will inform your tutor if there is any cause for concern. (Late work, missing work, substandard work, poor attitude, unacceptable behaviour in class and poor attendance or punctuality are examples of issues which provide cause for concern.)

### Tracking

Tracking interviews will take place with your tutor, Head of Sixth Form and Assistant Principal to discuss progress in subjects and set targets for the year.

**Lower Sixth** Michaelmas term and Lent term

**Upper Sixth** Michaelmas term and Lent term

Continual tracking/target setting will take place in tutor time.

### ALIS (A level Information Systems)

ALIS is a target-setting tool devised by the University of Durham. At the beginning of your Lower Sixth year, you will complete an on-line ALIS test. These target grades will be used to assess your progress. However, your Head of Sixth Form will discuss the use of these in more detail during your tracking interviews.

### Progress Reviews

These are completed twice a year for Lower Sixth and once for Upper Sixth. Each subject teacher will record your progress, as numbers, according to a range of criteria, along with a current performance grade. In the Lower Sixth, target grades, (discussed during tracking interviews) will provide reference points to assess whether you are working below, at or above your potential in each subject. In the Upper Sixth, UCAS predicated grades will be used.

Your tutor will discuss the review with you and a copy will be emailed home to your parents/guardians. We will be able to monitor your progress with each successive review. The number of lessons missed will also be reported.

### Rewards

An Excellent Work award can be given for work considered outstanding for that individual. A Principal's Commendation is a reward to students who go above and beyond our normal expectations in a practical subject or non-academic sphere.

## **Reports**

Full Academic Reports will be issued at the end of the Lent term for both Lower and Upper Sixth.

## **Parents' Evening**

**Upper Sixth** at Elizabeth College normally 17.00 to 19.30 (Michaelmas term)

**Lower Sixth** at Elizabeth College normally 17.00 to 19.30 (Lent term)

The Upper Sixth will have a Parents' Evening to discuss progress and academic achievement. The Lower Sixth Parents' Evening will take place at the end of January to discuss progress on A-level courses. There will also be a parent/tutor meeting in September once results are available to further discuss A-level choices and future plans for higher education.

Students are expected to negotiate with their teachers in order to compile a list of appointments for their parents/guardians to meet their teachers. Students will be invited and actively encouraged, to accompany their parents/guardians to these meetings. Students are not expected to wear uniform.

Parents' Evening dates are published on our website [www.ladiescollege.com](http://www.ladiescollege.com) and you will receive a letter in advance of the meetings via groupcall.



## Sixth Form Uniform

The uniform for Sixth Form students is slightly different from that of Remove to Upper Five. We have considered the girls' views and found that they preferred to have a recognisable uniform to show that they are still members of The Ladies' College but wanted some unique features, which make the uniform more suitable for senior students. Students may wear a little makeup and minimal jewellery (i.e. one pair of small earrings in the lobe, one per ear and a fine chain necklace.) Hair should be neat and tidy.

### Uniform List

\*'Black Watch' Tartan skirt, to be a reasonable length

### \*Navy Fitted Jacket

**(Compulsory for Year 12/13 by September 2017)**

Navy Blue V-Neck long-sleeved Jumper (or Cardigan)

Plain white open-neck blouse

*(Long, ¾, or short sleeves, according to season and fitted/loose)*

Black or navy tights (optional flesh-coloured in the summer)

Black low-heeled shoes\*

Black boots (in winter) Oct half-term to Feb half-term

Plain dark wool coat (black or navy)

Scarlet, navy or black woollen scarf

### Retailer

Fletchers (Schoolblazer)

Fletchers (Schoolblazer)

Fletchers /M & S

Own choice

Own choice

Own choice

Own choice

*\*Students must be aware that they may have to walk quickly up and down The Grange from one College to another for lessons. Shoes which are comfortable and practical are advised. Trainers may **not** be worn with College uniform.*

Students who travel to College on a motorcycle may continue to wear trousers for the journey and a bright or light-coloured waterproof jacket (so that they are protected and are clearly visible to other motorists.) They should change into their uniform on arrival. Students who walk to Elizabeth College for lessons must be dressed in appropriate uniform i.e. navy or black coat or jacket (not motorcycle jacket.)

### P.E. Kit

Plain white sports shirt, Dark Tracksuit bottoms or shorts

Sports Socks, Trainers

**NOTE:** *Sixth Formers who participate in College Sports/Clubs/Teams are encouraged to have either the Waterproof Jacket or Midlayer and the T-shirt and Skort.*

### Science (Biology & Chemistry)

A white overall available from Fletcher Sports Shop.

Hair should be off the face and long hair should be tied back for these lessons.

### Art

A large over-shirt or overall.

Hair should be off the face and long hair should be tied back for these lessons.

### Photography

It is a requirement that each student should supply her own digital camera with a manual function. Further advice on suitable equipment may be obtained from Mr Bolt.



# **What is expected of a Ladies' College student who is studying a course at Elizabeth College?**

## **Advice**

If you need advice about any issues relating to your studies at Elizabeth College, please discuss the matter with your subject teacher, your Sixth Form tutor or Head of Sixth Form who will inform Mr Cottam at Elizabeth College about the problem.

## **Access to Elizabeth College**

You may not park a car on site as there is no room for student vehicles. It can be extremely difficult to find a parking space during the day. You must walk between Colleges to avoid being late for lessons.

## **Registration**

If you have a lesson at 08.30 (period A) at Elizabeth College, you should register with Miss Willcocks in room 1 at 08.25. You may arrive earlier and use the Sixth Form Common Room. If you are late and miss registration, you must register at Reception before going to your first lesson. Please also sign-out if you are leaving the site during lesson time to attend an appointment.

## **Toilets**

At Elizabeth College there are Ladies' toilets next to Room 4, in the Milnes Science building.

## **Study Areas**

You must request Private Study at Elizabeth College in the first instance through your Head of Sixth Form. You must not stay at EC during the 10.30 to 10.50 slot.

Sixth Form girls may use the Elizabeth College Common Room before registration in the morning and in the lunch hour to socialise or discuss work with friends.

## **The College Library**

Any Ladies' College student who is studying courses at Elizabeth College is entitled to use their Library facilities. However, girls should spend their Private Study time at The Ladies' College. Girls may borrow books from the Elizabeth College Library, but need to see the EC Librarian for information.



## **Fire Safety Procedures at Elizabeth College**

If the Fire Alarm sounds, all students should immediately vacate their teaching rooms or the Sixth Form Common Room, after switching off lights and closing any windows and doors. All possessions should be left in the room.

Any girls on site should move directly to the large chestnut tree between the Geography and Art blocks. Miss Willcocks will take a register. You will be reminded of these procedures on your EC tour which will take place at the start of term.

## **First Aid**

Ladies' College students requiring immediate first aid treatment at Elizabeth College, or The Ladies' College must inform Reception in the first instance. There are First Aid kits located in the Leaf Centre kitchen and staff office.

In the Leaf Centre, there is a telephone located in the foyer and staff office. Reception is contactable on 200 and the staff room on 210.



## Examination Procedures

For courses studied at The Ladies' College, the Centre number is **67119**

For course studied at Elizabeth College, the Centre number is **67104**

Students will normally sit an examination at the College where they have been taught and they will be issued with different candidate numbers at each Centre. All students sitting Mathematics will be entered and will sit their exams at their Home College. However, when examination results are published, students will collect their results from their own College.

Students are expected to sit their examinations in College uniform.

**We are currently in a transition year with some subjects operating old modular examinations (excluding Mathematics) and most on the new linear courses. Teaching staff will provide further details as required in addition to the information in the subject handbooks and on the College website.**

### **AS examinations**

These examinations are taken in May/June although practical examinations including MFL oral examinations may occur a little earlier.

### **AS modular results**

The results will be published in August. The marks gained are changed into grades in a process known as 'cashing in' for a grade. AS modular marks carry through, can be retaken and count towards the final A2 grade awarded at the end of the Upper Sixth year.

AS modules can be repeated only once, in June of Upper Sixth but the re-sit entry fees have to be borne by the candidate or his/her parents. Re-sit charges are currently £35 per module. This may increase for June 2017. This charge applies to Fee-Paying and Scholarship students. Re-sits should not be relied upon as they increase your workload at an already busy time

### **A-level linear courses**

subjects will still sit an AS examination in May/June to assess progress and to allow those students who are not intending on pursuing that subject in Upper Six to be awarded a grade however this grade does not count towards the final A-level grade awarded after two years. In English and History the assessment is different for the AS and A-level so students will not sit an AS examination and spend the time focussing on their A-level studies throughout the course.

### **AS to A2**

Most students will select 3 of their AS courses to study to A-level in their final year of Sixth Form. In order to progress from AS to A-level in any particular subject a student should gain at least 50% of the total UMS marks available in the AS modules at the end of their first year in the Sixth Form, although it is hoped that students will gain much higher marks.

Any student who gains less than 50% would only be able to go forward to the A-level course if the teacher(s) recommend that they could do so, based on evidence of good work and attendance over the year, and/or if they agree to attend AS lessons as well as A-level lessons in that subject.

### **A-level Results**

These will be published in August as module marks and grades. As soon as the grades are known students will be able to accept their offers of places at University or negotiate for places on the basis of the results gained (if they are not quite as high as hoped.) Your Careers teacher and UCAS Coordinator will be on hand to offer advice at this time.

The A\* grade is awarded to candidates achieving an average of 90% on their A-level modules only. Further advice regarding the effect of this is available from Mr Barnes or Miss Dudin.



## Sixth Form Academic Diary

<b>Michaelmas Term</b>	<b>Lower Sixth</b>	<b>Upper Sixth</b>
September	Induction Programme/morning ALIS test Young Enterprise presentation Commence A-level courses	Review results – Parent/tutor Evening Tracking interviews UCAS form filled in and personal details given to referee
October	Progress Review	Early October, deadline for Oxbridge & Medical Course applications. Progress Review
November	Tracking Interviews	Parents' Evening & Oxbridge Interviews
December	IOD Presentation for Management Shadowing Progress Review	Oxbridge Interviews
<b>LENT TERM</b>		
January	Careers Fair Parents' Evening	UCAS deadline early January Careers Fair Replies from Universities received Oxbridge entry results known
February	Higher Education Fair IOD Management Shadowing Tracking Interviews Mock Examinations	Progress Review Higher Education Fair Mock Examinations Tracking Interviews
March	Oxbridge Parents' Evening Full Report YE Finals night	Full Report
Easter Holidays	Revision for A-level examinations IOD Management Shadowing	Revision for A2 modules
<b>TRINITY TERM</b>		
April	Prefect voting	Coursework completion UCAS offers: decision on confirmed and insurance offers
May	Study leave commences A-level module examinations	Study leave commences
June	HG/DHG voting/ Interviews with the Principal Research courses for UCAS and prepare personal statements Book returns	A-level examinations start Return to college for Leavers' Service and Mark Reading Book returns
July	IOD Management Shadowing University visits, Leavers' Service, Speech Day	Leavers' Service Speech Day
August	A-level results Finalise Year 2 A-levels Continue finalising UCAS form and personal statement	A level Results published Confirm University/College places or Employment.



## **Public Examinations – Extra Time and Special Considerations**

### **Extra time – up to 25%**

If a student requires extra time up to 25% for a diagnosed specific learning difficulty i.e. dyslexia, the College will make an application to JCQ (Joint Council for Qualifications.) Applications for examinations taken in May/June have to be applied for by the middle of March each year. The College must be able to prove evidence of need and be able to show that this is the student's normal way of working.

**A copy of any report i.e. dyslexia must be given to the College in good time.**

### **Extra time – up to 25% (Medical)**

If a student requires extra time up to 25% for a medical condition, which is on-going, **it is the responsibility of the Parent(s)/Guardian(s) to ensure that the College is provided with letters from medical professional(s) responsible for the treatment of their daughter.** The College will be asked to substantiate evidence of need. All medical letters should be with the College by mid-March for applications to be made to JCQ.

### **Illness at the time of the Examination**

#### **What is special consideration?**

Special consideration is a post-examination adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or other indisposition at the time of the assessment, which has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

Special consideration can only seek to go some way to assist a candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in examinations. It cannot remove the difficulty faced by the candidate. There will be situations where candidates should not be entered for an examination. Only minor adjustments can be made to the mark awarded because to do more than this would jeopardize the standard of the examination.

All examinations are measuring what a candidate knows and can do. The overall grades awarded must reflect the level of attainment demonstrated in the examination(s). The grades awarded do not necessarily reflect the candidate's true level of ability if attainment has been considerably affected over a long period of time.

Where long term circumstances have prevented the candidate from reaching the competence standards it may not be possible to make an adjustment.

If your daughter is ill on the day of an examination, a medical certificate must be made available to the College. The College will then apply for Special Consideration for examinations being taken on that day and for either the day preceding or the day following depending on the nature of the illness

**The maximum allowance that can be awarded by the JCQ awarding body is 5% and is reserved for the most exceptional cases, such as diagnosis of a terminal illness of a family member, or death of a family member. This percentage is scaled down to 1% and is reserved for general colds/flu like illnesses on the day of an examination.**



## NOTES PAGE



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