

7<sup>th</sup> February 2019

Dear Parent(s)/Guardian(s)

**Summer 2019 Examinations      Upper Sixth      GCE A-level**

We have now issued your daughter her confirmation of entry and examination timetables from both The Ladies' College and Elizabeth College. *If your daughter is permitted additional time, then the statements do not include the additional time allowance.*

Please remind your daughter to check the examination board outside the IT Office carefully to ensure she knows when and where her examinations are. This is particularly important if she has a timetable clash and we have spoken to any candidates this applies to. Candidates should note which of their examinations are at Elizabeth College.

Please note that there is an exam contingency day, arranged by all the examination awarding bodies, and which all students need to be aware of and remain on island for. The date is Wednesday 26<sup>th</sup> June 2019.

Any queries should be directed to Mrs Duguid, Head of Examinations, The Ladies' College [sduguid@ladiescollege.ac.gg](mailto:sduguid@ladiescollege.ac.gg) or Mr Cousens, Head of Examinations, Elizabeth College [gcousens@elizabethcollege.gg](mailto:gcousens@elizabethcollege.gg)

Most **Ladies' College** examinations will take place in the main Hall however a few subjects, e.g. Music and Languages, will take place in other locations. Students with extra-time will sit their examinations in Room 23. If your daughter has a timetabled examination at Elizabeth College, she should check the location for each of her examinations with Mr Cousens should she have any queries.

**The Ladies' College Entries**

**Morning examinations start at 08:30 and afternoon examinations start at 13:30.** Students are asked to arrive 15 minutes in advance of the start times. In the event of illness or a student arriving late, parents are asked to contact the College as a priority on 721602.

**Elizabeth College Entries**

**Morning examinations start at 08:45 and afternoon examinations start at 13:45.** Students are asked to arrive 15 minutes in advance of the start times. In the event of illness or a student arriving late, parents are asked to contact The Ladies' College on 721602 and a member of The Ladies' College Office staff will notify Elizabeth College accordingly.

Please refer to the JCQ website for the most up to date Examination Rules and Regulations. <https://www.jcq.org.uk/exams-office/information-for-candidates-documents> She should read these carefully and ensure she is compliant during all examinations. We ask that you pay special attention to Information for Candidates – Privacy Notice 2018-19, Information of candidates – social media 2018-2019 and *Information for candidates – written exams 2018-2019*. We have been through these and given her a copy of the information in italics. We will review them with your daughter again, prior to study leave.

The GCE A-level results will be available for collection at **0830** on **Thursday 15<sup>th</sup> August**. Students who are unable to collect their results in person should contact the Examinations Officer [sduguid@ladiescollege.ac.gg](mailto:sduguid@ladiescollege.ac.gg) in advance to make alternative arrangements.

The information will also be available on the examination page on our website <http://www.ladiescollege.com/information/examinations>

Should you have any questions regarding your daughter's entries, please do not hesitate to contact me.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'S. Duguid', written in a cursive style.

Mrs S. Duguid  
**Examinations Officer**