

7th February 2019

Dear Parent(s)/Guardian(s)

Summer 2019 Examinations Upper Five GCSE

We have now issued your daughter her confirmation of entry and examination timetables.

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. Any queries should be directed to myself, the Examinations Officer, sduguid@ladiescollege.ac.gg

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 26th June 2019.

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. GCSE candidates who are permitted additional time will normally have examinations in Room 23. *Times shown on the statements do not include the additional time allowance.*

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.

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 and given her the information in italics. We will review them with your daughter, prior to study leave.

The GCSE results will be available for collection at **0900 on Thursday 22nd August.** Students who are unable to collect their results in person should contact the Examinations Officer 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,



Mrs S Duguid
Examinations Officer