

23<sup>rd</sup> January 2020

Dear Parent(s)/Guardian(s)

### **Summer 2020 Examinations Upper Five GCSEs**

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

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, however we have spoken to any candidates that this applies to. Any queries should be directed to myself, the Examinations Officer, [sduguid@ladiescollege.ac.gg](mailto:sduguid@ladiescollege.ac.gg)

Most examinations will take place in the main Hall, however a few subjects, e.g. Music and languages, will take place in other locations. (I)GCSE candidates who are permitted additional time will normally have examinations in Room 22. *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 and to wait quietly outside the examination room. In the event of a student arriving late, or if there are concerns over your daughter's health before and on the day of the examination, parents are asked to contact the College and myself as a priority on 721602.

#### **Key dates**

Please remember that your daughter needs to be available to sit examinations until the JCQ exam contingency day on **Wednesday 24<sup>th</sup> June**. There are also some other school compulsory days which your daughter must be available for. They are as follows:

- 25<sup>th</sup> June - Leavers Service
- 3<sup>rd</sup> July – Speech Day

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> Your daughter 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, Information for candidates – social media and *Information for candidates – written exams 2019-2020*. 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 GCSE results will be available for collection at **0900 on Thursday 20<sup>th</sup> August 2020**. Refreshments are available in the core. 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**