



20th January 2022

Dear Parent(s) / Guardian(s) and Students,

Examination procedures for the mock and Summer Examinations were reviewed with students on Wednesday 19th January 2022. A summary of the information is outlined below, and students can access the recording through LC Virtual.

Summer 2022 Statements of Entry and examination timetables

The Statements of Entry will be issued this week for checking, along with the examination timetables. Statements of Entry should be checked to ensure personal information is correct including the spellings of names, which is particularly important as this is how the name will appear on examination certificates when issued by the examination boards. Please also ensure that all examinations that should be present are listed. Sixth Form students may also have a Statement of Entry and examination timetable from Elizabeth College, if they have subjects that are entered there. Sixth Form students should also check that the location of examinations on their statement of entry matches that on their UCAS applications and alert Miss Dudin if they have any queries.

We are currently identifying where examination clashes occur and discussing the arrangements for these with those students affected. This includes a number of Upper Five students who study Mathematics, DT and Geography.

Mrs Duguid, Examination Officer, should be the first contact for queries with regards to Statements of Entry and Timetables. Her email is sduguid@ladiescollege.ac.gg

Adaptions for Summer 2022 Examinations

Linked to the ongoing impacts of the Coronavirus (COVID-19) pandemic, most subjects will have changes to how they are assessed in 2022. This can include advance information on exams, optionality, other adaptations and changes to the non-exam assessment (NEA). The adaptations have been agreed by all examination boards so that each subject is examined fairly, no matter which board is taken.

Advance information will:

- help focus revision time
- vary in breadth, depth and presentation between subjects
- not detail everything in the exam, (as this could risk providing a balanced education, progression or fair results)
- not require changes to a question paper's usual structure, (so exam papers will be familiar to teachers and students)
- not be allowed into the exam

JCQ (Joint Council for Qualifications) has produced a more detailed Frequently Asked Questions available from their website:

Some adaptations have been announced already with further detail to come on or before 7th February. Teachers will discuss these with students as relevant. Students and parents can review the information through the examination board websites using the information in the Statements of Entry.

We will endeavour to keep our website updated with the relevant information, in addition to the personal contact from teachers and myself. Please bear in mind that subject teachers do not get information prior to it being published on the examination board websites and may need a little time to review the implications before discussing with students.

Mock examinations and Summer 2022 examinations

We aim to run mock examinations as close to the procedures and arrangements used in the real examinations as possible. Students should be aware that these examinations will be used *as part* of the grading required *if* examinations are unable to take place.

There are three documents we would draw your attention to:

- [Information for candidates - Written examinations](#)

This document sets out guidance and advice for candidates in what they can bring into the examination (e.g. no phones or watches of any sort), what to expect and what to do if they are ill or in other eventualities.

- [Information for candidates - Privacy notice](#)

This document explains to candidates how examination boards store and use their information.

- [Information for candidates - Social Media Information](#)

This document sets out guidance and advice for candidates with regards to sharing information on social media. We would particularly highlight sharing examination information including that used in their mock examinations, as teachers may make use of examination questions that are held in the secure area, and sharing such information is regarded as malpractice with the penalties as per the document.

Our final advice is linked to being prepared for the examination through both revision and understanding the arrangements for the examination on the day (transport, breakfast, etc.). Please let us know if you are running late, (have the school reception number saved in your phone) or if something has happened that might affect examination performance. Most importantly, it is important to ask if you have any questions.

The Study Leave dates for this year are as follows:

Upper Sixth

Last full day of teaching Thursday 19th May.

Friday 20th May to be Leavers' Day. (Students normally leave around midday. The detail of this programme will be discussed with students in advance).

Upper Five

Last full day of teaching Friday 6th May.

Monday 9th May Liberation Day

Teachers will be available and run optional revision sessions on Tuesday 10th through until Friday 13th May, with Leavers' Day from 11am on Friday 13th May. (There is a Latin examination at 0830 on this day and the programme will be discussed with students in advance).

Please be aware that, for both Upper Five and Upper Sixth, the Examination Contingency Day is Wednesday 29th June. Students should avoid making other commitments on this day and keep themselves available in case they are required to attend examinations on this day.



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I hope you find this information useful and supports you in the forthcoming examinations.

Best wishes,

H. Barnes

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Director of Studies

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