



13th December 2023

Dear Parents and Guardians,

Upper Five

It has been a busy term and the students have had to balance their various commitments with the prospect of forthcoming examinations, alongside coursework deadlines. We hope that they feel supported in doing so. They have had sessions on planning their time in recent weeks and this should include suitable breaks, especially for family time at Christmas.

I have spoken to all the students about their mock examinations and the timeline leading up to their final examinations. I also wanted to share this information with you and a copy of the mock examination timetable is attached. Students will receive a more detailed examination briefing prior to the mock examinations, which will be conducted in a similar manner to the final examinations in the Summer. Following the disruption of examinations in 2020 and 2021 due to Covid, Ofqual put in place measures to ensure that, in the unlikely event of future disruption, students can still be assessed fairly. Part of this relates to the questions that are set and the way in which they are marked, alongside how the evidence is collected should it be needed. We are required to inform students that, in the unlikely event that examinations cannot take place, the mock examinations will form part of the evidence used to determine their grades. We are also required to keep copies of their papers for this reason. Students should make every effort to be present for the examinations and arrive on time, as they would for real examinations, and we have to record instances where students do not sit the examination at the same time. Our general advice is that if students miss an examination through illness, a medical note is helpful.

The examination section of our website ([Examinations | The Ladies' College, Guernsey \(ladiescollege.com\)](https://www.ladiescollege.com/examinations)) has been updated with copies of the presentations that I gave alongside other information such as the overall examination timetable for (I)GCSEs and the list of examination boards. Students will be given their individualised timetable in January when we will have a briefing on examination procedures. I would also make you aware of the contingency days for examinations. In the event that an examination is compromised or cannot run on the scheduled date for another reason, the examination board will reschedule the examination to one of the contingency days of Thursday 6 June (afternoon), Thursday 13th June (afternoon) and/or Wednesday 26 June (all day). Students should not commit to other activities on these days that would make them unavailable.



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The presentations also reviewed guidance on coursework for students as they approach their final deadlines during next term. If you feel that your daughter is struggling managing the time deadlines with coursework, please do raise it with your daughter's subject teacher or her Tutor earlier rather than later. There are references to the JCQ guidance in the presentation and on our website including "Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they must not give you direct advice on what should or should not be included." [IFC-Coursework Assessments 2023 FINAL.pdf \(jcq.org.uk\)](#) As teachers we are familiar with coaching students and we appreciate it can be frustrating to the students to answer their questions with a question back however we do have to make them and you aware of the regulations we have to work to.

Mrs Duguid (sduguid@ladiescollege.ac.gg), our Examinations Officer, and I are available to support you and your daughters with overall queries and their Tutors, Year Coordinator and subject teachers for specific or pastoral queries.

Reminder – Sixth Form Information Event on 19th January 2024

We would be grateful if you could complete the form in the link provided indicating attendance and any dietary requirements. <https://forms.office.com/e/EBHxESNwJP>

Kind regards,

Mr H Barnes
(Director of Studies)

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