



2nd March 2024

Dear Parents and Guardians of students sitting (I)GCSE and GCE examinations in Summer 2024,

GCSE and A-level Exams (or equivalent) – Contingency Afternoons and Day 2024

In January, your daughter was given her public examination timetable and statement of entry which included information on Contingency arrangements.

We wanted to make you aware of these and how it will affect all students taking examinations this Summer.

For the Summer 2024 examination series a 'contingency' examination day and two afternoon 'contingency' sessions have been scheduled. All students sitting examinations in the Summer need to be aware of and be available for these dates.

The contingency days for (I)GCSE and GCE examinations have been put in place 'in the event of widespread, sustained national or local disruption to examinations during the June 2024 examinations series.' I would emphasise that this is part of contingency planning and will be part of all future examination series and not in response to an anticipated need this year. These sessions may also be used if the security of an examination is compromised to the extent that it may be required to replace and reschedule another examination. Please note that it is not a day that can be used because a candidate is unwell i.e. it is not a 'catch up' day.

In the event of a student being unwell or other circumstances that may affect a student's performance in an examination, please contact Mrs Duguid as soon as possible. A Doctors note is normally required for absences and students would be awarded a grade based on the components that they had sat already, including coursework, provided it meets the minimum requirement (15% for most examination boards) and that students have previously covered the entire course content.

This year JCQ have three separate dates set aside for possible contingency needs:

- Thursday 6th June afternoon
- Thursday 13th June afternoon
- Wednesday 26th June all day

This means that all examination candidates must be available to sit exams from the date of their first examination up to, and including, Wednesday 26 June 2024. This decision is not a school decision and does apply to all schools nationally and internationally that run (I)GCSE and GCE exams. The College has no power to support any examination absence related to holidays or other activities taken on these dates.



We recommend that parents/guardians make a note now that their daughter must be available to sit examinations until 26 June. Holidays or other commitments for examination candidates should not be booked until after Wednesday 26 June or, in planning, you should ensure that your daughter is able to attend an examination that may occur on this date should it be required.

College events

Students are reminded that their attendance is compulsory for whole College events, and we draw your attention to these dates:

- Friday 10 May – Upper Sixth Valedictory Service (U5 are excused due to examinations)
- Friday 28 June - House Swimming, Mark Reading, Whole College Summer Fete
- Friday 5 July - Speech Day

Last day of teaching

The last day of teaching will be:

- Friday 3 May – Upper Five GCSE students only (Thursday 9 May – first GCSE examination)
- Tuesday 7 May and Wednesday 8 May – optional GCSE revision sessions
- Wednesday 8 May – Upper Sixth A-level students only
- Wednesday 8 May – rehearsals in the afternoon for Valedictory Service on Friday 10 May
- Tuesday 14 May – first A-level examination

Revision during examinations

During examinations, students can stay in college to revise and use the library or a reserved revision room if they wish to. They are asked to sign in and out at Reception after the morning examination if they are staying.

For questions regarding examinations, then please do not hesitate to contact Mrs Duguid or see our website [Examinations | The Ladies' College, Guernsey \(ladiescollege.com\)](http://ladiescollege.com/examinations)

For all other queries, please contact Miss Clements or Mr McGovern as relevant.

Kind regards,

Mr H Barnes

Director of Studies