



Mr J Nicholson  
Examinations Officer  
Email: [james.nicholson@ellesmere.com](mailto:james.nicholson@ellesmere.com)

12<sup>th</sup> May 2022

Dear Parent,

### External Examinations Summer 2022

The majority of the external examinations start in earnest on Monday 16<sup>th</sup> May 2022 so I wanted to write to you regarding a few matters that will hopefully help the exam series run smoothly.

Firstly, we have produced a parent and student examinations guide to hopefully answer any questions that might crop up before, during and after the current exam series. Your son/daughter has already received a paper copy but there is also an electronic copy available on the external examinations page in the parent's area on the school website (<https://www.ellesmere.com/parents-area/external-examination>).

Secondly, as in my previous letter, the exam contingency date set by JCQ (Joint Council for Qualifications) is **Wednesday 29<sup>th</sup> June 2022**. All candidates must make themselves available for this date in case an examination paper is postponed earlier in the series.

Thirdly, if your son/daughter is very ill on the day of an examination and unable to sit the exam please refer to the "absence from examinations" section on page 12 of the parent and student guide. It is imperative that I have all the medical evidence detailing the reasons for missing the examination. Without it I will not be able to apply for any special consideration on your behalf. I will also need to be contacted before 9.00am on the day of the examination regarding the absence.

Finally, I would like to wish you and your son/daughter good luck for the examination series. If you have any questions please, in the first instance, contact your son/daughter's tutor who can then refer anything they are unable to answer to me.

Yours sincerely,

Ellesmere College, Ellesmere, Shropshire SY12 9AB

Tel: 01691 622321 Fax: 01691 623286

[www.ellesmere.com](http://www.ellesmere.com)

*A Woodard School*

*Registered Charity number 1103049*

*Ellesmere College Ltd is a company, registered in England, no: 5066406*