



Mr J W Nicholson
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EXTERNAL EXAMINATIONS SUMMER 2023

Dear Parent,

The majority of the external examinations start in earnest on Monday 15th May, 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 will receive a paper copy with their next exam timetable (which will include their seat numbers). There will also be 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>) in due course.

Secondly, as in previous exam series, the exam contingency dates set by JCQ (Joint Council for Qualifications) are Thursday 8th June, Thursday 15th June and Wednesday 29th June 2023. All candidates must make themselves available for these dates 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 8.30am 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,

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