

2nd October 2018

Dear Parent(s)

External Examination Controlled Assessments/coursework/ Non examination assessments: Year 13

This year your son or daughter will be completing the two year course leading to the award of GCE Advanced Level qualifications (A/S; A2; VCE and BTEC).

Most GCE courses are now assessed wholly by end of course examinations. In some subjects however, Controlled Assessments or Coursework forms part of the overall assessment leading to the award of a GCE grade. This letter deals with two particularly important matters in relation to your son's/daughter's examination courses. They are:

- the importance of all Controlled Assessments or Coursework being the student's original work and the consequences for any student found to have cheated.
- your right of appeal – *in certain circumstances* – against internal assessment decisions made by the school.

There are 10 important documents on the GNSA Website. Please access them at www.gurnanaksikhacademy.co.uk/post/16/examination and read them all carefully and *ensure that your son/daughter reads them also*. I apologise for the fact that there are several of these documents but this is unavoidable if you are to have a full understanding of these issues.

The documents are:

- A. The Joint Council for Qualifications (JCQ) **Code of Practice: Policy for Assessment Decisions** at GCSE, GNVQ, BTEC, AS and A Level. (Document 1)
- B. Joint Council for External Qualifications – **GCSE Controlled Assessments / Coursework Procedure** (Document 2)
- C. Guru Nanak Sikh Academy – **Internal Assessment Decisions: Appeals Procedure** (Document 3).

*Please note carefully Item 2 in this document which states: 'The grounds for appeal relate only to the **procedures** used in arriving at internal assessment decisions or the production of externally assessed work and **do not** apply to the **judgment** made'.*

D. JCQ Information for Candidates notices:

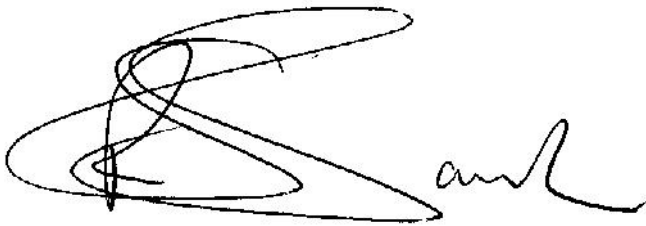
- On-Screen Tests (Document 4)
- Written Examinations (Documents 5)
- Controlled Assessments (Document 6)
- Coursework (Document 7)
- Social Media (Document 8)
- Non examination assessments (Document 9)
- Privacy Notice (document 10)

It is essential that all students read these documents thoroughly as they deal with the consequences of students found to be cheating in any way in respect of their examination courses.

E. Finally a 'Reply Sheet' (Document 11) which should be signed by you and your son or daughter to indicate that you have received and read this information. It is important that we have your signed return by Friday 12th October 2018.

In the meantime if you have any questions about any of the issues covered in this letter, please address them to Mrs G Gobindpuri (Senior Examinations Officer).

Yours sincerely

A handwritten signature in black ink, appearing to read 'Rajinder Sandhu', written over a horizontal line.

Rajinder Sandhu (Principal)