



February 2018

Dear Parents and Carers

RE: Years 11 & 13 - NEA update letter

I am writing to share with you an update on JCQ policy regarding the controlled assessment, coursework or non-examined assessment elements of the upcoming, and future, GCSE and A Level examinations.

Students last week had an assembly that covered the key areas of which they need to be aware. It is important that students are aware of, and adhere to some of the key rules below:

- All work submitted must be solely by the candidate
- Candidates must not lend their own work to others or allow their work to be copied
- Candidates cannot allow other candidates access to, or the use of, their independently sourced materials
- Candidates must not use any books, the internet or sources without acknowledgement in the references and/or bibliography
- Candidates must not submit work that is word processed by a third party without acknowledgement

I also took the opportunity to share with students that staff will share only the mark that they have been awarded for their coursework or NEA. We will be unable to offer a guidance as to where this sits within the grade boundaries, and would remind students and parents that it is subject to change following external moderation. If students would like to request a review of their coursework or NEA in advance of the marks being sent to the exam board, this can be done in the allocated window, and will be conducted by a staff member who has had no previous involvement in the assessment of that candidate.

Please do not hesitate to contact me if you have any further questions.

Yours sincerely

Kate Royle
Assistant Headteacher