

Headteacher: Mr A Cunningham

Deputy Headteacher: Ms S Rainey

Assistant Headteacher: Mr C Jeremy

Ref:CJe/PCo

24th April 2018

Dear Parent

Non-examined Course Components

You may be aware that a number of GCSE and A-Level subjects require students to complete non-examined assessments as part of the course. Typically, this might previously have been called coursework.

If your child is studying one of these subjects, their teacher will inform them of their mark once work has been submitted and assessed.

In accordance with Ofqual procedures, you have the opportunity to request a review of the centre assessed mark before it is submitted to the awarding body. This request must be made in writing to the school stating why you wish the review to take place. The review can only focus on the extent to which the mark scheme has been correctly applied to the work and you should be aware that as a result of the review, the mark could go down as well as up or stay the same.

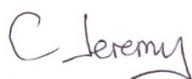
The review will be carried out by an assessor who has had no previous involvement in the assessment of the student's work and has no personal interest in the review. You may request a copy of the work in question to assist you in considering whether or not to pursue a review of the centre's marking. You will only receive copies of the completed work, not the originals, and no additional work can be included in the review. Following the review of marking you will be informed in writing of the outcome.

Once your child's work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. This moderation process may lead to changes to the marks awarded. This process is outside the control of the school and is not covered by this procedure.

For most subjects, the deadline for making your request in writing is 30th April 2018. Some subjects have earlier coursework deadlines than this and where this is the case you will be notified in advance.

If you have any questions regarding these arrangements, please contact me at the school.

Yours sincerely



Mr C Jeremy
Assistant Headteacher

