



Guru Nanak Multi Academy Trust Ltd

Incorporating:
Nanaksar Primary School &
Guru Nanak Sikh Academy
Founder – Sant Baba Amar Singh Ji

23rd September 2021

Dear Parent

External Examination Coursework/ Non-Examination Assessments: GCSE/GCE

This term, your son/daughter has begun their course leading to the award of GCSE/GCE and/or equivalent qualifications at the end of their year.

Most GCSE 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 GCSE/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 9 important documents on the GNSA website. Please access them [here](#) 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 Non-Examination 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:


- Document 4 - IFC-NE_Assessments_2021
- Document 5- IFC-Coursework_Assessments_2021
- Document 6 - IFC-Written_Examinations_2021
- Document 7 -IFC-On-Screen_Examinations_2021
- Document 8-JCQ-Social-Media-Information
- Document 9 - Information-for-candidates-Privacy-Notice

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 10) which should be signed by you and your son/daughter to indicate that you have received and read this information. It is important that we have your signed reply slip returned by Wednesday 29th September 2021.

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) via email: exams@gnsa.co.uk.

Yours faithfully



Mr J Sidhu
Executive Principal