



Guru Nanak Sikh Academy

Aspire ~ Acquire ~ Achieve

Founder: Sant Baba Amar Singh Ji

Chief Executive Officer: Mr Jaskamal S. Sidhu

07 October 2025

Dear Parent/Carer

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

This term, your son/daughter has begun their GCSE/GCE and/or equivalent qualifications course.

Most courses are now assessed wholly by end of course examinations. In some subjects 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 non-examination 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 ten important documents that can be accessed on the school website

<https://www.gurunaksikhacademy.co.uk/secondary/examinations>

Please read the documents carefully and ensure that your son/daughter also reads them also

- A. The Joint Council for Qualifications (JCQ) **Code of Practice: Policy for Assessment Decisions at GCSE, 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 **judgement** made'.*

- D. JCQ Information for Candidates notices:
 - IFC-Non-Examination Assessments_Document 4
 - IFC-Coursework_Assessments_Document 5
 - IFC-Written_Examinations_Document 6
 - IFC-On-Screen_Examinations_Document 7
 - JCQ-Social-Media-Information_Document 8
 - Information-for-candidates-Privacy-Notice_Document 9
 - Appeals against Internal Assessments of Work_Document 10

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

**Executive Principal
Mr Jaskamal Singh Sidhu**

DOCUMENT 10

GURU NANAK SIKH ACADEMY

**External Examination Coursework/ Non-Examination Assessments
GCSE/GCE 2025 - 2026**

Student Name: **Form:**

We have received the letter (dated 8th October 2025) and have accessed and read the following documents on the school website:

- Joint Council Qualifications (JCQ) Code of Practice. Policy for Assessment Decisions at GCSE, BTEC, AS and A Level (Document 1)
- JCQ-GCSE Non-Examination assessment/Coursework Procedure (Document 2)
- Guru Nanak Sikh Academy – Internal Assessment Decisions: Appeals Procedure (Document 3)
- JCQ Notices to Candidates (Documents 4 to 10). It is particularly important that all students read these documents thoroughly.

I state that all work which I will submit in respect of my examination courses will be my own work. **None of my work will be copied from any other source.**

Student Name **Year Group:**

Student Signature: **Date:**

By ticking this box the parent/carer acknowledges that all responsible parties (parent/carer/student) have read, and understood the procedures, policies and regulations of the Joint Council for Qualifications and Guru Nanak Sikh Academy.

Parent Signature: **Date:**

Print Name:

Please return this reply sheet to your son's/daughter's Form Tutor by Monday 20th October 2025.