



Guru Nanak Sikh Academy

Aspire ~ Acquire ~ Achieve

Founder: Sant Baba Amar Singh Ji

Chief Executive Officer: Mr Jaskamal S. Sidhu

26th September 2023

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.gurunanaksikhacademy.co.uk/page/?title=Examinations&pid=223>

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

Document 1 - The Joint Council for Qualifications (JCQ) **Code of Practice: Policy for Assessment Decisions** at GCSE, BTEC, AS and A Level.

Document 2 – The Joint Council for External Qualifications – **GCSE/GCE Non-Examination Assessments/Coursework Procedure.**

Document 3 - Guru Nanak Sikh Academy – **Internal Assessment Decisions: Appeals Procedure.**

JCQ Information for Candidates (IFC) 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 J S Sidhu

DOCUMENT 11

GURU NANAK SIKH ACADEMY

External Examination Coursework/ Non-Examination Assessments
GCSE/GCE 2023 - 2024

Student Name: Form:

We have received the letter (dated October 2023) 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, GNVQ, BTEC, AS and A Level - **Document 1**
- JCQ for External Qualifications – **GCSE/GCE** Non-Examination Assessments/Coursework Procedure - **Document 2**
- Internal Appeals Procedure - **Document 3**
- 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**

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 signing this the parent/carer acknowledges that all responsible parties (parent/carer/student) have read, 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 9th October 2023.