



30 April 2018

Dear Parent/Carer

I am writing to let you know about a regulation that is in place known as "Notification of Award of Marks". This is a regulation established by the national examination body, the Joint Council for Qualifications (JCQ); it is one that applies to all schools and academies responsible for administering GCSE and GCE examinations. It is a system that requires schools and academies to formally inform pupils of the raw mark they have received in examination assessments for the summer 2018 series of examinations.

Over the next few days and weeks, your child will receive notice from subjects that have internally assessed examination components, for example coursework completed in Art, Design Technology and so on. They should receive a slip of paper that will look like the following:

				Notification of Award of Marks	
Pupil name		Subject	Art		
Component	Coursework	Controlled Assessment			
Mark					
Teacher		Date			

The raw mark given will not be an indication of the GCSE or GCE grade they will achieve in the summer as examination boards convert raw marks to grades once all marks are received at the end of the examination series. If your child wishes to appeal the raw mark they have been given, they have five school days in which to do so, in writing to Mrs Killick, Examinations Officer. After the five day period, a member of the Senior Leadership Team in school will review the marks awarded against the rank order for that subject to make a final decision on the award of the raw mark; once again, there will be no indication of a potential grade as the examination boards weight components differently and convert the raw marks to a grade once the examination period is over.

I would like to take the opportunity to thank you all for your support throughout the time your child has been at the school and I wish them well for the forthcoming examinations.

Yours sincerely

Ian Morrel
Headteacher



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