



8th February 2024
Ref: MAL/HSA

Dear Parents and Carers,

Re: Key exam policies and procedures 2024

In accordance with instructions by the Joint Council for Qualifications (JCQ), we would like to share a number of key policies and procedures in relation to the exam season.

The links to the following guidance released from JCQ and the policies are available on our [website](#).

I would like to share a summary of each of the guidance given and encourage you to go through these with your child.

1. **Appeal against non-exam assessment (NEA)**

When a student completed work for a public examination marked by the school (e.g. coursework or NEA), then the student is informed of their mark and they can ask the school to remark the work if they think they have sufficient grounds. This must take place including the remarking of the work, before any marks are sent to examination boards for moderation. Therefore, it is important that deadlines are met.

We must emphasize that it is important that care and thought is implemented if a student is thinking about getting their work remarked.

We must highlight the following:

- a) If the mark goes down as a result of the remark, then the lower mark is submitted.
- b) Re-marking may incur a charge as it would mean sourcing an alternative suitably qualified assessor to remark the work
- c) All coursework/NEAs marked by the school already undergo a rigorous and robust moderation process. Therefore, it is unlikely that any coursework/NEA mark would change from a remark. This is different to if the school has marked all the students too harshly. Exam boards carry out external moderation to ensure that St Bernard's High School is marking in a manner that is consistent with other schools across the country

2. **Coursework assessments**

This guidance provides guidance on coursework. It discusses good practice and penalties for malpractice.

3. **On Screen tests**

This guidance will talk students through the rules and regulations should a computer be necessary for any assessment.

4. **Privacy Information**

This guidance provides information to the candidates on how their information is used and stored by the exam boards



5. **Social Media Information**

This guidance requests that the candidate to support the exams integrity through simple guidance such as reporting if any exam content is seen online prior to the external exam as well as not sharing coursework online. I would encourage all students to ensure they are familiar with the guidance given.

6. **Written Exams Information**

We have discussed in assemblies the importance of written exams. This guidance shared the rules and regulations in any written exams.

The following link will provide all the guidance detailing above further:

[Information for candidates documents - JCQ Joint Council for Qualifications](#)

We will write to all parents and students in the near future with regards to post exam processes. The examination season must be run with integrity and we have shared that any form of malpractice will result in reporting to the exam board which may lead to disqualification.

Please do speak to your child with regards to this.

Should you have any questions, please do not hesitate to contact us.

Yours sincerely

K Brown

Mrs Allitt
Deputy Head Teacher

Ms Brown
Exams Officer