

6 October 2010

Dear Parents

Controlled Assessment/Coursework and Examinations – Important Information

Please find enclosed important information regarding controlled assessments and examinations, which we encourage all parents/carers of Year 10 and Year 11 pupils to study carefully, to ensure that Candidates can achieve their very best.

The [Information for Candidates](#) - and [Warning to Candidates - Examinations held in September 2010 to August 2011](#) contain the rules for attending external examinations. These rules apply to all pupils in all external exams, including Science Units and GCSEs. We also expect all pupils to follow these rules for their Mock exams.

The [Notice to Candidates – Coursework Assessments/ Controlled Assessments](#) explains how pupils should prepare coursework, ensuring that they stay within the rules regarding assistance and plagiarism.

The ***Internal Assessment - Appeals Procedure*** explains the school's internal process in the event that a pupil or parent wishes to appeal against the procedures used in internal assessment of exam-work.

Please make time to read these and discuss with your son/daughter. I expect all exam candidates to know and adhere strictly to the rules. The Exams Boards will routinely disqualify candidates who break the rules.

Yours sincerely

Chiquita Henson
Headteacher