

17 October 2019

Dear Candidates and Parents

Non-examination assessments and Examinations
- Important Information -

We would like to make you aware of some important information regarding controlled assessments and examinations, and we encourage all parents/carers of Year 10 and Year 11 pupils to study carefully, to ensure that Candidates can achieve their very best.

Candidates will receive these notices via their school email.

Parents/carers will be able to access these documents on the school website www.deerparkschool.net/exams.

The ***Information for Candidates – for written examinations and on-screen tests effective from 1 September 2019*** and ***Warning to Candidates - Examinations*** contain the rules for attending external examinations. These rules apply to all pupils in all external exams. We also expect all pupils to follow these rules for their Mock exams.

The ***Information for Candidates – non-examination 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