



**CARDINAL
NEWMAN**
CATHOLIC HIGH SCHOOL

November 2021

Dear Parent/Guardian and Student,

Re: External examinations including GCSE examinations

As your son/daughter prepares for their GCSEs and other external examinations, the school is required by the Joint Council for Qualifications (JCQ) to provide you with the following documents which contain the 2021-22 regulations and guidance for all external examinations:-

- Exams - Information You Need to Know
- Information for candidates - Coursework assessments
- Information for candidates - Non-examination assessments
- Information for candidates - Privacy Notice - Information about you and how we use it
- Information for candidates - For written exams
- Information for candidates – Using social media and examinations/assessments
- JCQ Exam Poster – Unauthorised Items
- JCQ Exam Poster – Warning to Candidates

All of the above documents are attached to this email and can also be found on the school website. It is essential that parents and students read and understand the documents which explain the regulations for exams and non-exam assessments. Any infringement of these regulations is considered malpractice and could well result in a student being disqualified from the exam or series of exams and, in some cases, one student's malpractice can affect the whole year group. Also attached are the posters displayed outside the exam room which students must be aware of.

JCQ advise centres to enter students for external examinations under a name that can be verified against suitable identification such as the birth certificate, passport or, in later life their driving licence. Students can encounter problems when post 16 education providers, universities and employers cannot match the details of these documents with the name on the examination certificates. Therefore, all exam entries are made in the student's legal name. If your child's legal name is not the name they prefer to use in school, please ensure that they are aware that they must use their legal name on all exam papers. If you are unsure whether we have the correct details for your child please contact Mrs Horton - Exams Officer before Wednesday 24th November 2021 on the school number or via the enquiries email address, clearly marking your email FAO Mrs Horton.

In the event of whole school closure during the GCSE exam period any announcements would be made on local radio (107.2 Wire FM). Parents/guardians would also be contacted by text and are advised to check the school's website (www.cardinal-newman.org.uk).

Should the 2022 Summer examinations be cancelled Ofqual have issued guidance to schools to ensure we have a series of assessed pieces of work which will help to form a Teacher Assessed grade (TAG). The 'mock' examinations timetabled for both Y10 and 11 will form a vital part of this evidence and it is therefore essential that students follow the rules and guidance we are now sharing.

Year 10 students studying OCR Sports Studies and Year 11 students studying Child Development, Information Technologies or Hospitality and Catering will sit an exam in January 2022. Year 11 BTEC Health and Social Care students will sit their exam in February 2022. Students' individual timetables are enclosed within this pack and must be checked carefully. If there are any queries then students should speak to their subject teacher or the Exams Officer immediately. Students must also check the seating plan displayed outside the exam room on the day for any seating/ room changes. Timetables for the summer examination series will be available around Easter time.

For coursework and non-exam assessments – marked by the subject teachers - the Joint Council for Qualifications (JCQ) have determined that, prior to submitting the marks to the exam boards, all schools will

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ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking where they may feel that the work has not been marked fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents – this must be done in writing and evidence given. Please refer to our Internal Appeals Procedure on our website under 'Our School', 'Policies' for further information and the application form.

From January 2014 all learning providers in the United Kingdom have been instructed to issue all students in Years 9 to 11 with a ULN (Unique Learner Number) which you will see at the top of their exam timetable.

The ULN is a unique 10-digit reference number which is used to access the Personal Learning Record (PLR) of anyone over the age of 14. The PLR is an online lifelong record of an individual's achievements which can then be shared with organisations responsible for providing, funding and serving the students' future education and training needs e.g. colleges, universities, careers services, government departments and employers.

Some of the information you supply to school will be used by the Skills Funding Agency to issue/verify students ULN and update/check their PLR. An Extended Privacy Notice detailing how a student's information is processed and shared can be found on the schools' website and a more comprehensive explanation of the PLR service through www.learningrecordsservice.org.uk.

If you have any queries, please do not hesitate to contact me.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'M Burras', written in a cursive style.

Miss M Burras
Deputy Headteacher