



# MAIDEN ERLEGH

## SCHOOL

Headteacher: Mr P. Gibson  
MSc (Educational Leadership), BA (Economics)

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16 March 2022

Dear Parent/Guardian

### Year 11 and Year 13 Public Examinations

With the public examinations fast approaching, I would like to share the following guidance documents with you, to discuss with your son/daughter. The first is "JCQ Information for Candidates", which can be found on the website, at the following address:

[IFC-Written Examinations 2021 v5.pdf \(jqc.org.uk\)](http://www.jcq.org.uk/jcq-Information-for-Candidates-2021-v5.pdf)

Please can I draw your attention specifically to section A.4 (Page 2):

**You must not take into the exam room:**

- (a) notes;
  - (b) an iPod, a mobile phone, a MP3/4 player or similar device, **or a watch**.
- Any pencil cases taken into the exam room must be see-through.

**Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification**

The second document relates to all internally assessed work, including GCE coursework, GCE and GCSE non-examination assessments.

Students completing internally assessed units, will be provided with their final (non-moderated) mark. Should you wish to appeal or query this mark, you should do so by 29 April 2022 for GCSE subjects and 6 May 2021 for A Level subjects. This should be done in a letter to Mr Godfrey (Examinations Officer).

All GCSE marks will be submitted to the examination boards by 7 May 2022, GCE by 15 May (Art and Drama have a later deadline of 31 May 2022), where they will be moderated through a sampling process. After this point no further individual reviews of marking can be made on these internally assessed pieces of work. Further details can be found in "Appeals against Internal Assessments of work", and "Complaints policy", which can both be found on the website, at the following address:

<http://www.maidenerleghschool.co.uk/page/?title=Examination+Policies+and+Procedures&pid=66>

<https://www.maidenerleghschool.co.uk/attachments/download.asp?file=2699>

I would like to take the opportunity to wish your son/daughter luck with their examinations. Should you have any queries during this time, please contact the relevant Head of Year: Mr Bryant (Y11) and Mrs Garner and Mrs Hill (Y13).

Yours sincerely

Mrs A Morgan  
Senior Deputy Headteacher