

15 October 2018

Dear Parent

### External Examination Regulations – Year 10, Year 11, Year 12 and Year 13

You will be aware that GCSE, A level and BTEC examinations are regulated by the Awarding Bodies and the Joint Council for Qualifications (JCQ). Regulations for public examinations are not set by the School and all examinations are subject to an unannounced inspection by a representative of the JCQ.

For your and your son's information the following examination regulations have been made available on the School website and student VLE - <https://www.rgshw.com/page/?title=Examinations&pid=33>

- Coursework assessments
- Non-examination assessments
- Written exams
- Privacy Notice
- Acceptable use of Social Media

It is important that all candidates are aware of the regulations and understand the consequences of non-compliance. Failure to comply with any of the regulations will be treated as malpractice.

Before students sit their written exams in the summer they will be provided with an instruction booklet reminding them of the JCQ regulations.

With regard to controlled, non-examination and practical assessments, which take place earlier in the academic year, all students will be instructed by their individual subject teachers. However, we strongly recommend that students read through the regulations carefully to ensure they understand them and are able to comply with them. If they have any concerns they should speak to their subject teacher.

If there is anything you are not sure about, please contact me directly ([bah@rgshw.com](mailto:bah@rgshw.com)).

Yours sincerely

Beata Hogarth  
Examinations Officer