

Ref: AA / jco

12th November 2018

Dear Parent / Carer,

Re: Beal Sixth Form – Coursework Marking Guidelines Review

Senior staff and Heads of Department across Beal Sixth Form have been working on a sixth form coursework marking policy that is in line with the new JCQ guidelines. These guidelines allow students the right to request a review of internally marked work:

<https://www.jcq.org.uk/exams-office/non-examination-assessments>

To ensure consistency across both campuses of Beal Sixth Form we have now formalised a system of standardisation and moderation in order to reassure all students about the process by which their marks will be awarded.

I enclose a copy of the guidelines for marking, for your reference, and inform you that the date by which all students must have received their coursework mark is 1st May 2019.

Should you have any queries regarding the policy review, or changes to JCQ guidelines in relation to coursework, please do not hesitate to contact me.

Yours Faithfully,



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Based at The Forest Academy Campus



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