



Cardinal Newman Catholic High School

Specialist Maths and Computing College

Headteacher: Ms J Langstaff

October 2018

Dear Parent/Guardian,

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 enclosed documents which contain the 2018-19 regulations and guidance for all external examinations:-

- Exams - Things You Need To Know
- Information for candidates - Coursework assessments
- Information for candidates - Non-examination assessments
- Information for candidates - For on-screen tests
- Information for candidates - Privacy Notice
- Information for candidates - For written exams
- Information for candidates – Using social media and examinations/assessments

A copy of all of the above documents can also be found on the school website. It is essential that parents and students read and understand the enclosed documents which explain the Regulations for Exams and Controlled 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. Your son/daughter has signed a declaration in school to confirm they have received this pack and will read this information; this declaration will be retained as evidence that the school has met JCQ regulations.

If your child's legal name is not the name they prefer to use at school, please ensure that they are aware that they **MUST** use their legal name on exam papers. Exam Certificates are issued using the child's legal name and therefore it is essential that the legal name is used on all exam papers. If you are unsure if school has the correct details for your child please contact Mrs Roberts - Exams Officer before Friday 30th October, 2018.

In the unlikely 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 schools website (www.cardinal-newman.org.uk).

A BTEC Sport online exam is timetabled for January 2019 for year 11 students and a BTEC Health and Social Care for February 2019, also for year 11 students. **Y10 students** will sit their English Literature GCSE in summer 2019. Students will receive an individual timetable closer to the time which they must check carefully and should speak to their subject teacher or the Exams Officer immediately if there are any queries. 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 before Easter.

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 be 'M Burras', written in a cursive style.

Miss M Burras
Deputy Headteacher
Cardinal Newman Catholic High School