



# Bishop Vesey's Grammar School

'Inspiration and Excellence'

Headteacher: Dominic Robson BA (Hons) NPQH

Lichfield Road, Sutton Coldfield, B74 2NH, 0121 250 5400, [www.bvgs.co.uk](http://www.bvgs.co.uk)

21<sup>st</sup> January 2019.

Dear Parents,

## **EXAM ACCESS ARRANGEMENTS & CENTRE ASSESSED MARKS**

### **Access Arrangements**

The GCSE and GCE Examinations are almost upon us and I am writing this letter to help you understand how we can make this stressful time as easy as possible.

Every year I have students come to see me in May who request extra time/separate room/special consideration/use of a laptop, that as a school we have been unaware of as a requirement beforehand. The ruling body of Examinations JCQ (Joint Council for Qualifications) have very strict guidelines on what we are allowed to do to help. As a centre to continue to be licenced to hold public examinations we have to abide by these rules.

Please find attached the schools Exam Access Arrangements Policy which explains what Access Arrangements are, and what evidence we need to help your son/daughter. Please take the time to read this policy as I do not wish to add to your son/daughters inevitable anxiety by having to refuse requests once the examination season has started because of lack of evidence.

If you have any questions at all regarding Access Arrangements, please do not hesitate to contact me either by telephone (there is an examinations option) or by email [l.overton@bishopveseys.bham.sch.uk](mailto:l.overton@bishopveseys.bham.sch.uk).

### **Internally Assessed Marks**

According to exam board guidance, for any component of a GCSE or GCE exam that is assessed within the school, your son/daughter will be given their marks, **not** their grades by the 12<sup>th</sup> April 2019. If you wish to dispute this mark, this should be made in writing before the 6<sup>th</sup> May 2019.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of **Bishop Vesey's Grammar School** and is not covered by this procedure. It is only after this process that grades are finally awarded.

Please see our website for the Internal Assessment policy.

May I take this opportunity to wish your son/daughter every success in their forthcoming examinations.

Yours faithfully

*Lesley Overton*

Lesley Overton  
Examinations & Business Support Officer.

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