

## September 2024

### Dear Pupil and Parent/Guardian

Please find below important information regarding both internal school assessments/examinations and public (GCSE & AS/A Level) examinations/controlled assessments taking place in the academic year 2024/25. Please note, in addition your child will continue to participate in on-going class assessment/tracking/homework etc and we would encourage you to keep engaging with your son/daughter in order to support them in their learning. You will realise the crucial importance of attendance; students who have a lower attendance rate often find that significant gaps develop in their learning. We know there is an **extremely close correlation between good attendance and good outcomes for a student**, therefore, it is exceedingly important that all students maximise their attendance throughout the academic year.

### Internal School Examinations

The **winter** internal examination windows will span the following dates:

Year Group	Dates
Year 8 & 9	Monday 13 January – Monday 20 January 2025
Year 10	Monday 13 January – Wednesday 22 January 2025
Year 13	Monday 13 January – Friday 17 January 2025
Year 11, 12 & 14	Monday 13 January – Friday 24 January 2025

The **summer** internal examination windows will span the following dates:

Year Group	Dates
Year 8	Friday 23 May – Friday 30 May 2025
Year 9 & 10	Wednesday 21 May – Friday 30 May 2025
Year 11	Monday 19 May - Friday 30 May 2025

The **rules for internal examinations** are available on the school website at the link below:

<https://www.banbridgeacademy.org.uk/wp-content/uploads/2023/09/BA-School-Exam-Rules-2023-2024.pdf>

Year 13 & 14 students will have **4 tracking tests in each subject throughout the year**. Tracking reports will be issued to parents on **06 December 2024** and **31 March 2025**.

### Public Examinations/Controlled Assessments

**Year 12 parents** please note that pupils will be sitting GCSE examination modules in **Double Award Science and Mathematics** in **November 2024**. Pupils will be signing their statement of entries and receiving their timetables before the half term break.

**Year 11 parents** please note that pupils will be sitting GCSE examination modules in **English Language, English Literature, Business Studies, Digital Technology, Geography, History and Technology** in **Summer 2025** (end of Year 11), as well as completing their **GCSE Religious Studies Short Course** examination.

In Summer 2025, Year 12 and Year 14 pupils will have the opportunity to **resit** module examinations from Summer 2024. Pupils should inform their subject teachers as soon as possible if they wish to resit any modules.

## Coursework/Controlled Assessment - JCQ Regulations

Pupils who are being assessed via controlled assessment/coursework in certain subjects must adhere to **JCQ regulations**. This includes:

- Appropriate referencing of information taken from published sources (including AI);
- Avoiding plagiarism of other material and the resultant penalties

JCQ instructs all schools to furnish pupils with the **Information For Candidates** documentation on controlled assessment/coursework. This has already been provided to all pupils in registration and it should be read carefully:

Years 11/12 - [https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-NE\\_Assessments\\_2024\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-NE_Assessments_2024_FINAL.pdf)

Years 13/14 -

[https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-Coursework\\_Assessments\\_2024\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-Coursework_Assessments_2024_FINAL.pdf)

## Coursework/Controlled Assessment - Internal Appeals Policy

Teachers will share marks for any coursework/controlled assessment assignments with pupils. **Please note a teacher can only talk to the pupil regarding the marks and will not communicate with a parent regarding the marks awarded.** Should a pupil wish to ask for a review of the centre's marking, they must follow Banbridge Academy's Internal Appeals for Centre Assessed Work policy:

<http://www.banbridgeacademy.org.uk/wp-content/uploads/2023/09/Banbridge-Academy-Internal-Appeals-For-Centre-Assessed-Work-Policy.pdf>