

February 2022

Dear Parent

We are approaching the time of year when students have important coursework deadlines to meet. Many of them find significant pieces of coursework difficult to manage and this can cause them to fall behind with deadlines, especially in the current circumstances. The Sixth Form has many avenues of support which are available to students, and students should ask their Senior Tutor/Achievement Tutor or subject teacher in order to access any help available.

We would, however, wish to draw your attention to the fact that the deadlines themselves cannot be moved. Students often ask about the 'real' deadline, believing that we may be able to push our own internal deadline backwards and that they can submit the work on the day that the exam board requires the mark. This is not the case.

In order for our Sixth Form to meet JCQ guidelines, it is imperative that we follow formal moderation and verification procedures in order to standardise the accuracy of marking and fairness across classes and to authenticate each piece of work. Due to the volume of work produced this takes a significant amount of time, especially for Applied General, BTEC and Cambridge Technical qualifications. In order for this to be completed we have to set deadlines in advance of the date required for the submission of marks, and these deadlines must be adhered to. This is particularly important as coursework contributes to the overall grades awarded to candidates in the summer.

We would therefore ask for your understanding and support of this vital process in reiterating this message to your student. If you require information regarding a deadline for a specific subject, please contact the relevant Head of Department via the Sixth Form Office.

Yours sincerely



**C I Kidman**  
Director of Sixth Form, St Aidan's



**J Sharpe**  
Director of Sixth Form, St John Fisher