

September 2021

Dear Student, Parent/Carer

As part of your programme at New College you are studying one or more applied general qualifications, such as a BTEC, CTEC, Cache or WJEC course. These qualifications have changed this year and have become more challenging than their predecessor qualifications, with formal examinations and/or set tasks forming a part of these courses, alongside coursework. You are well placed to succeed in these qualifications, but we would like to stress key information about the assessment of these qualifications this year so that you can be well prepared. I know that your teachers will have already discussed with you how you will be assessed over the next two years and the significance of the coursework, exams and set tasks you will be required to complete.

### **External Examinations and Set Tasks**

We would like to emphasise the importance of the examination and set task components of these qualifications. For many applied general qualifications, a failure to pass these components will result in a fail for the qualification as a whole and so it is essential that students work hard in preparation.

Throughout your course you will complete formal assessments in lessons to help support your readiness for these external examinations, but your DIL and independent revision will be equally important.

An external examination is a formal exam that you will complete under traditional exam conditions, like a GCSE or A level exam. A set task is usually a piece of coursework that you will be required to complete under some form of exam conditions, as set out by the exam board.

Attendance at these examinations and set tasks is critical and you should expect unauthorised absence to be dealt with as a disciplinary matter. Not attending either an examination or set task could result in your failing the qualification outright, leaving you without a full programme of courses and placing your continued study at New College at risk.

Successful students recognise the importance of getting the examinations and set tasks right first time. In exceptional circumstances, where it may be possible to complete a resit, you would be required to pay examination entry fees, attend additional timetabled lessons or ISC sessions, and any such resit will add additional work and pressure at a time when you will have other examinations, set tasks and coursework to complete. Working hard to ensure that the first sitting is the only sitting needed is by far the safest route to achieving results of which you can be proud.

### **Coursework and Meeting Work Deadlines**

Coursework will be a feature of all applied general qualifications and usually takes the form of assignments set throughout the year. It is vital that work deadlines are met. Failure to meet course deadlines results in failure to pass the course and keep a place at College.

The examinations boards determine the rules for coursework submission for applied general qualifications, not the College. It is therefore critically important that you work hard to ensure that coursework for each first submission deadline is completed fully, on time and to the highest standard possible. If you do not meet a first submission deadline then the exam board rules for most courses mean that you also lose the opportunity to complete a resubmission if your work is not of a suitable standard, making it harder for you to achieve the grades of which you are capable.

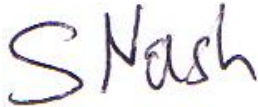
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For most courses there are no opportunities to submit coursework beyond a formal resubmission deadline. This means that if you fail to meet deadlines or produce poor quality work for mandatory units you will fail that course outright and your place at New College will then be at risk.

Getting coursework right first time is again key to achieving outstanding results. Your teachers will provide you with lots of support, guidance and feedback about your coursework as you are completing it and we encourage you to ask for additional help if you need it.

We wish you every success in your courses. Please talk to your teachers if you have specific questions about the structure of your applied general course, or if you require further details about how you will be assessed.

Yours sincerely



**Stuart Nash**  
**Principal**