



# ASSOCIATED SIXTH FORM

ST AIDAN'S & ST JOHN FISHER, HARROGATE



February 2018

Dear Parent

We are approaching the time of year when students have important coursework deadlines to meet. This is something that many of them find difficult to manage and which can cause them to fall behind with deadlines. The Sixth Form has many avenues of support which are available to students, and students should ask their Senior 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 have formal moderation and verification procedures in order to standardise accuracy of marking and fairness across classes, and authenticate each piece of work. Due to the volume of work produced this takes a significant amount of time, and is particularly substantial for Applied, BTEC and creative Art 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.

We would therefore ask for your understanding and support of this vital process in reiterating this message to your son or daughter. 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**  
Head of Sixth, St Aidan's

**A Joy**  
Head of Sixth, St John Fisher