

13 April 2020

Coronavirus Guidance for Private Candidates
Summer 2020 Exams

Dear Students and Parents,

Over the past week I have received a very large number of enquiries regarding arrangements for **Private Candidates**. You are classified as a *Private Candidate* if you are due to take an exam in May or June, in a subject you have not had timetabled lessons in school for. You are also classified as a private candidate if you are re-sitting an exam and have been tutored at home or you have self-studied.

Please note that RAK Academy is unable to enter you for an examination grade unless you have met certain stringent conditions, set by the UK and international examination boards. They have made it extremely clear that before schools provide grade information there must be ample evidence of the private candidate's achievements in the specific subject. Evidence, confirmed by a professional/ trained teacher/tutor, must be provided electronically **no later than the 23rd April 2020**, with the folder and evidence documents using the file naming conventions below. Evidence submitted after this date will not be submitted and students withdrawn by the school.

Suggested evidence could include:

Suggested Evidence	Naming Convention	Use by RAKA Staff
Professionally marked study notes	<ul style="list-style-type: none"> CandidateNumber.SNotes.Subject e.g. 00000.SNotes.Geography 	Study notes will be moderated by RAKA Subject specialist staff in line with Exam Board instruction
Professionally marked Mock Exam Papers	<ul style="list-style-type: none"> CandidateNumber.Mock.Subject e.g. 00000.Mock.Maths 	Mock Exam Papers will be moderated by RAKA Subject specialist staff in line with Exam Board instruction
Professionally marked assignments	<ul style="list-style-type: none"> CandidateNumber.Assign.Subject e.g. 00000.Assign.French 	Assignments will be moderated by RAKA Subject specialist staff in line with Exam Board instruction
Coursework (marked or unmarked)	<ul style="list-style-type: none"> CandidateNumber.CAU.Subject e.g. 00000.CAU.DT 	Coursework will be marked by RAKA Subject specialist staff in line with Exam Board instruction
Revision Notes by Private Candidate	<ul style="list-style-type: none"> CandidateNumber.RNotes.Subject e.g. 00000.RNotes.English 	Revision notes will be reviewed by RAKA Subject specialist staff in line with Exam Board instruction
Past Exam Questions attempted by Private Candidate	<ul style="list-style-type: none"> CandidateNumber.PEQ.Subject e.g. 00000.PEQ.History 	Past exam questions will be reviewed by RAKA Subject specialist staff in line with Exam Board instruction
Curriculum Vitae of the Private Tutor (where available).	<ul style="list-style-type: none"> CandidateNumber.CV.Subject e.g. 00000.CV.Arabic 	To ensure high quality tuition
Historic Exam Results	<ul style="list-style-type: none"> CandidateNumber.HisR.Subject e.g. 00000.HisR.Arabic 	To draw historic comparisons (this will be undertaken by the exam boards).

Electronic folders should follow this naming convention:

CandidateNumber.Evidence.Qualification
e.g. 00000.Evidence.AS-Level

Please send your electronic shared folder no later than 23rd April 2020 to the following staff:

Exams Officer	Mr. Manoj Kumar	Manoj.kumar@rakacademy.org
Deputy Head	Mr. Colin Guyton	Colin.Guyton@rakacademy.org

You are reminded that exams boards are continuing to look at alternative options for students who are unable to provide sufficient evidence to allow an objective judgement, however it is conceded by HM Government that *"Unfortunately this is unlikely to be possible for all private candidates, some of whom may instead need to take exams in the autumn to get their grades"*. Should you have a specific question regarding your situation, please email colin.guyton@rakacademy.org

Students without suitable evidence are encouraged to defer until October 2020 or a time when exams can once again be held safely.

Further Information

The information given above is informed by the most current arrangements that regards the awarding of grades, however, it remains subject to change and was up to date as of Monday 13th April 2020. You can however, look to find out more about the current arrangements, more detailed guidance; along with answers to other questions that students and parents might have.

- Her Majesty's Government (UK)
<https://www.gov.uk/government/publications/gcse-as-and-a-level-awarding-summer-2020>
- Cambridge Assessment International Education
<https://www.cambridgeinternational.org/news/>
- Pearson (Edexcel) Qualifications
<https://qualifications.pearson.com/en/news-policy/press-releases/2020/update-from-pearson-regarding-the-covid-19-coronavirus-outbreak.html>
- AQA
<https://www.aqa.org.uk/coronavirus>

Please direct any questions you may have regarding the contents of this letter to Colin Guyton by emailing colin.guyton@rakacademy.org, who will look to replying with 48 hours of your email in light of the anticipated volume of questions and concerns likely to be raised.

Wishing you and your families well during these uncertain times, remember to Stay Safe and Stay Home

Yours sincerely,

Colin Guyton

Colin Guyton – Deputy Head of School (ISK)