



31 March 2021

Dear Parents, Carers and Students

Examination grading this summer

Further to Mr Jenkins' letter on 5 March 2021, the Joint Council for Qualifications (JCQ) has now released detailed guidance on how examination grades will be awarded this year. This was a substantial 50 page document, but there is a much shorter version for parents, carers and students which is attached. Please also be aware that we are still awaiting additional information from the examination boards.

In alignment with this guidance, our staff have identified what will be used for each qualification and this is detailed in the "Evidence Grid" attached. When selecting this evidence we followed Ofqual's guidance, which recommended the use of the following evidence (where available):

- "1. Student work produced in response to assessment materials normally provided by the exam board including past papers, and the groups of questions being provided to support evidence gathering this summer, or similar materials such as practice or sample papers.
2. Non-exam assessment (NEA) work (often referred to as coursework), even if this has not been fully completed.
3. Student work produced in centre-devised tasks that reflect the specification, that follow the same format as exam board materials and have been marked in a way that reflects exam board mark schemes. This can include substantial class or homework (including those that took place during remote learning), internal tests taken by pupils and mock exams taken over the course of study."

Ofqual also made it clear that more recent evidence is likely to be more representative of student performance, so we have created an assessment period in May, with most subjects using past papers to create terminal assessments. These assessments will be used as a starting point to help form the final grades. Other evidence which meets the Ofqual criteria will also be used to determine a holistic overall grade. In Post 16 there is a variety of courses leading to a range of styles of assessments. Subjects will also be required to follow any exam board guidance which is also noted in the evidence grid.

Key facts about the grading process are listed below. When deciding upon this process we have focussed on fairness and removal of potential bias.

- Students have been told the topics to revise in advance of the assessments. Additional guidance has been placed on Google Classrooms for each subject.
- The May assessments will be shorter than typical public examinations and students will sit one or two papers, an outline of which is shown in the assessment timetable attached.
- Examination access arrangements will be available, such as readers, scribes and extra time, for students who have received formal approval to receive such adjustments.
- If any student is unwell on the day of a terminal assessment, we will endeavour to provide another opportunity to be assessed.
- Student scripts will be anonymised and then marked and moderated by teachers.

- Measures will be put in place to increase consistency of marking e.g. one teacher marks all the scripts for a subject rather than all the teachers of that subject.
- The College will grade each assessment centrally by using typical exam board boundaries from recent years.
- Teachers will then use the full range of evidence available to determine an overall holistic single grade.
- Special consideration will be taken into account for students whose performance in assessments has been adversely affected by significant adverse personal circumstances, such as the bereavement of a close family member or serious illness.
- All final grades will be checked centrally by the Headteacher and Assistant Headteacher (Data) before submission to the exam boards.

Here are some key dates to be aware of:

Week beginning	Activity taking place
Monday 19 April	Summer term begins. This includes for most students three weeks of preparation for final assessments.
Tuesday 4 May	GCSE resit assessments
Monday 10 May	First week of terminal assessments
Monday 17 May	Additional preparation time in lessons (& GCSE resit assessments)
Monday 24 May	Second week of terminal assessments
Monday 31 May	Half term
Monday 14 June	Final checking of grades. Grades need to be submitted by the College to exam boards by Friday 18 June (this date was set by Ofqual).
Monday 9 August	A-Level results will be released on Tuesday 10 August. GCSE results will be released on Thursday 12 August.

Students have received an outline of the assessment timetables in tutor time, and will receive personalised examination timetables upon their return from the Easter break. A very small number of students may appear to have a clash, where two assessments are scheduled to be on at the same time. We are aware of those students and have already made arrangements.

The College will be working hard to make sure students are issued with the correct grades on results day, but there will also be an appeals system as a safety net to fix any genuine errors. Additional information on the Appeals Process is located in the JCQ leaflet.

Students will have completed all of their assessments by the end of Thursday 27 May. We are in the process of planning a social event to mark the end of the Year 13 courses. Once we have finalised those plans we will contact you and the students again.

The last two academic years have been challenging, but we will continue to work hard in order to support students to achieve fair results which reflect their achievements. If you have any urgent queries or concerns please email me and I will try my best to answer them over the Easter break.

Yours sincerely



Mr Dave Dudley
Assistant Headteacher

Attachments to this letter:

JCQ leaflet
Evidence grid