



Thursday 25 March 2021

Dear Parent or Carer,

I wrote to you a couple of weeks ago with a brief outline of how grades for GCSE, A Level and BTEC qualifications would be issued this summer. Having had some time to digest the guidance and consult with colleagues, I am now able to share with you the details of our plan.

End of Course Assessments

The previous letter stated there would be a 2-week window for end of course assessments and you will find attached, a timetable that gives precise details of that. Our intention is that these assessments will take place in a formal setting that mirrors a normal examination, however this will depend on the national picture at that time.

During this 2-week window, students will only need to attend school when they have exams, with the remaining time providing a period of study leave. Students are, of course, welcome to study in school when they don't have exams if they wish. Year 13 students can study in the Sixth Form Centre and classroom spaces will be provided for Year 11 students in their teaching zone. The final day in school for Year 11 and Year 13 will be **21st May 2021**.

Allocation of grades

At the end of the assessment window, teachers will embark on the process of allocating grades. To determine each grade, staff will be considering evidence from a range of sources. Each subject will consider a minimum of 3 pieces of evidence, except for Art & Design courses, where a portfolio of evidence will be considered. The evidence will vary from subject to subject, but will include some, or all, of the following:

- end of course assessments
- in-class assessments taken during the course
- mock examinations
- NEA
- portfolio work
- units already cashed in for BTEC courses

Unlike last year when schools were asked to make predictions about the grades that a student would have achieved, this year we are being asked to make judgements based on the work that students have completed already or will be completing during the coming weeks. The grade is therefore based not on potential, but on the evidence that the student provides through their work.

Before we break up for Easter, teaching staff will be informing students of the evidence base that will be used in their subject; differences between subjects mean that it is not possible for that to be the same for each subject.

Over the coming weeks, teachers will also be sharing with students the areas that they need to focus their revision on for the end of course assessments and work has already begun in class to start that process.

Teacher Moderation

Once teachers have submitted grades, we will then embark on a moderation process at both a departmental level and a whole school level, before grades are submitted to the exam boards by June 18th at the latest. It is worth noting that teachers are unable to share the grade that has been submitted for each student.

In the most recent guidance produced by [Ofqual](#), it has been made clear that any attempt to influence teachers in the grading process may be considered as malpractice.

As we embark on this challenging period it is vital that we all do our very best to support students by reminding them that the hard work they have put in so far will be rewarded and that there is still a final opportunity for students to make one last effort to show their teachers what they are capable of.

Yours faithfully



M. A. Baines

Headteacher

