

Dear Parents and Carers,

Information about the Teacher Assessed Grades process 2021

Our students have worked hard all year despite the difficult challenges of remote learning and we are very grateful for your support in keeping the young people focused and motivated. You will be aware that this year, schools are required to submit assessment grades to examination boards. I am writing to let you know what form our process will take. Our process is designed to ensure that the achievements and attainment of our students are recognised. Staff are now working carefully to assemble and assess the evidence provided by students. We will ensure that the most robust use is made of the evidence available to arrive at a grade.

Each grade will be determined by an appropriate consideration of the evidence by a qualified member of staff and the reasons supporting the judgement recorded. All appropriate circumstances will be considered. We will use all of the assessments; mock exams, mini assessments mentioned, exam questions completed in class and any form of controlled assessment, coursework or NEA that has been fully or partially completed.

Assessments used to determine CAGs

- Student CAGs (Centre Assessed Grades) are based on their performance in assessed work completed this year.
- Students will only be assessed on content that they have been taught. This could be from any part of their course including teaching both on-site and remotely.
- The work produced will be marked using the exam board guidance.
- Students will have sat mock exams in December and March, these were carried out in the exam venues with our examination invigilators.
- Students will sit two mini assessments during the weeks beginning 03/05/21 and 24/05/21. These will be bespoke papers based on content covered from a series of lessons focusing on revising that content to give students the best opportunity to demonstrate the grade they are working at.

- All evidence will be reviewed collectively as a series of pieces of evidence to determine each student's CAG.

Absence for assessment

I understand that students, parents and carers may have concerns about what will happen if they are absent or have been absent for an assessment. Obviously, we will do our best to give students the opportunity to sit the papers; however, should this not be possible, we will use appropriate substitute evidence to ensure a sufficiently broad base of evidence. Staff will consider when, and under what conditions the substitute evidence was produced to ensure that no student is disadvantaged by this process.

Standards and Verification

Please note that our process is subject to verification by the Examination Boards and we are required to apply the same standard as would be used in normal years. While staff will work carefully to arrive at the most robust grade in each case, they are required to follow a strict evidence-based procedure. In particular:

- Mock exam 2 papers were undertaken using exam numbers only and therefore blindmarked ensuring the utmost accuracy. This means the staff marking the paper will not know which students work they are reviewing.
- Assessments are then moderated by another specialist to ensure accuracy and consistency across the subject.
- The provisional grades are reviewed against typical patterns of grades from past years. Any significant differences are explored and the reasons recorded or the standard of award reviewed. The results of this process are recorded by a designated member of the Senior Leadership Team.
- Final results will be submitted on the 18th June and we will write to you again closer to the date to advise of students' final day in school.
- Our process and results are then reviewed by the Examination Boards and a sample of assessment materials may be called for. The Examination Boards will approve our submission of grades and validate the results to be given on Results Day.

Communication of Results

The national results day, when students find out their results, will be held on August 12th. We are not permitted to share information about grades until Results Day. While we understand that this may be frustrating to some, it is the same arrangement as in normal years.

Appeals Process

Before Results Day - Our decision on how we determine what grade you should be awarded has been detailed above. If in the first instance you have any concerns with how these grades are going to be formulated then please get in touch.

The Appeal process (please see attached flow chart):

- All students have the right to appeal
- **It is important to note that appeals could lead to grades going down as well as up**
- The Department for Education has indicated that it hopes to offer an Autumn exam series for students who wish to try to improve on their teacher assessed grade.

We will be in touch later with information about summer arrangements and Results Days and the Sixth Form Application process. In the meantime, we wish all our students good luck with their current assessment work, and once again thank you for the support you offer to our students and school community throughout the year.

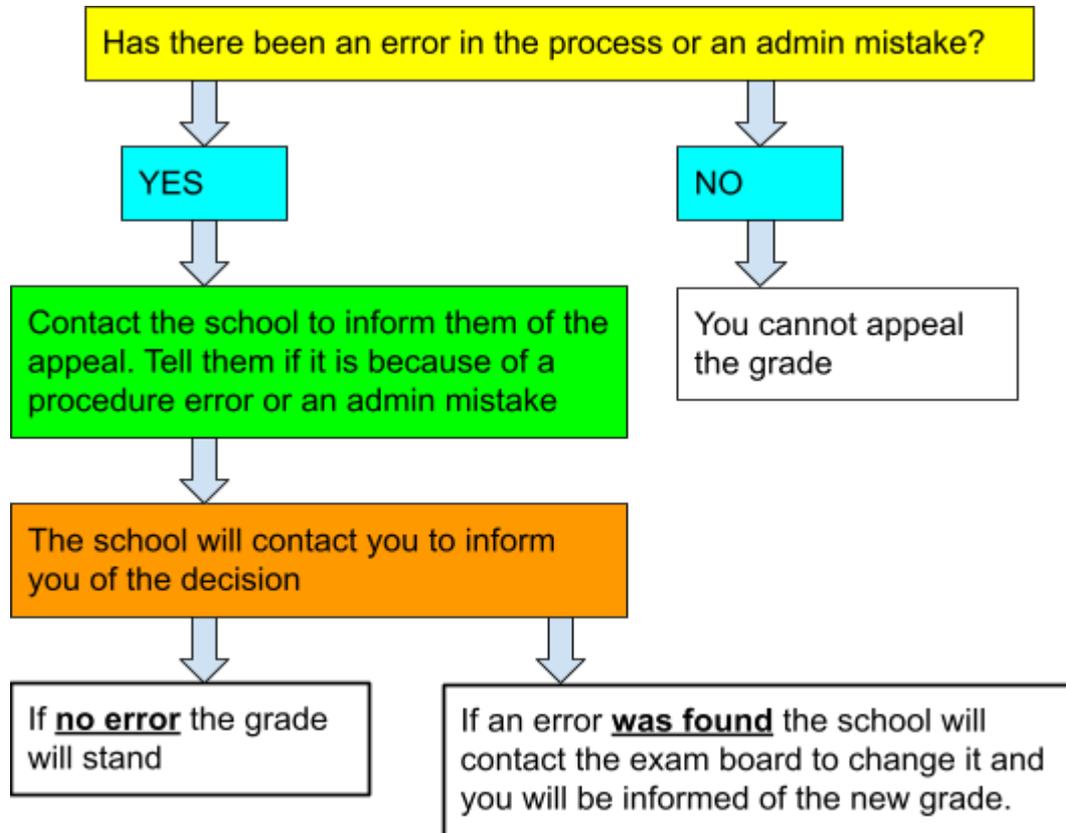
Yours faithfully,

A handwritten signature in black ink, appearing to read 'C. Follett', with a long horizontal flourish extending to the right.

Craig Follett
Vice Principal

Appeal Process

Stage 1



Stage 2

