

19 March 2021

Dear Parent(s)/Carer(s)

The information below outlines key information and guidance on how the process of Teacher Assessed Grades will be conducted for Year 11 pupils this year. This has been based on the information given by Ofqual and the examination boards. Please read the information carefully as it sets out the rationale and method that will be adopted after the Easter holiday.

The plan outlined in this document has been written with the following aims:

- Getting the process right for the students, ensuring they receive a grade that reflects their capability and work over the past 2 years.
- Giving students a range of opportunities to showcase their knowledge, understanding and skills.
- Ensuring the process is transparent, fair and objective.
- Creating flexibility for departments to assess students in a wide range of ways in order to reach an informed evidence-based judgement.
- To protect staff and departments from complaints and appeals as well as ensuring that we have a robust system that stands up to external scrutiny/quality assurance.
- Giving pupils / students the opportunity to build a portfolio of evidence that can be used by staff to make an informed judgement based on the range of evidence available to them.

## Timeline

31 March	–	End of teaching new content
19 April	–	Continuous and formal assessment begins across all subjects
24 May	–	Internal moderation, allocation of grades and rank ordering begins
28 May	–	Last day in school for Year 11
18 June	–	Grades submitted to exam boards
12 August	–	GCSE Exam results day

## Key Guidance from Ofqual

- Teacher assessed grades will be awarded in line with the standard at which a student is working at; based on what they have been taught during KS4.
- All judgements **MUST** be evidence based and must meet the standard for the grade awarded.
- Teachers must assess their students' performance only on the content that has been delivered by their teachers, to determine the grade each student should receive.
- Teachers can use evidence of a student's performance from throughout the course to inform their judgement providing that it meets the criteria.
- Students should continue to work on their non-exam assessment (NEA), including Project qualifications. NEA will be marked by teachers and will contribute to the overall grade, whether or not it has been completed.
- In GCSE, Art and Design/Photography, the student's grade must be based on the portfolio only, whether or not it has been completed.

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- In GCSE English language and GCSE Modern foreign languages, we will determine and submit a separate grade or result for the endorsement. This result or grade should be based on work that has been completed towards the endorsement. Further guidance from Examination boards will be provided.
- The process set out below is designed to ensure that overall, it will be no easier or harder for a student to achieve a particular grade this year compared to previous years.

## Other considerations

- All judgements **must be based on evidence** that indicates the level they are currently working at. It is not what they would be likely to get if they sat the exams as usual.
- Robust quality assurance procedures will be in place to ensure that all judgements are fair, consistent, objective and not unduly harsh or lenient. These procedures will be informed by guidance from Ofqual and examination boards.

## Evidence for Judgements

Students' grades will be based on a portfolio of **at least 5 pieces of evidence** using the following evidence bases:

### A) Primary Evidence.

- Mock Examination and Formal Assessments during KS4
- Historical class assessments up to Easter 2021.
- Any assessments sat during the summer term 2020.
- Formal class-based tests to be sat between 19 April and 28 May 2021.
- Non-examination assessment (NEA).

### B) Secondary Evidence Base.

Ofqual stipulates that the following evidence can also be taken into account.

- Homework
- Class work, individual marked tasks.
- Knowledge tests/Multiple Choice Questions

### C) Other evidence that may also be used to support and inform grades.

- Average working at grade for Year 11 (based on exams and Autumn prediction)
- Average working at grade for KS4 (based on historical working at grade)

## Special exam/Access Arrangements

Where students have an agreed reasonable adjustment (for example a reader, scribe or laptop), all formal assessments will have these in place to ensure that they are not disadvantaged. If special arrangements cannot be adhered to, other comparable adjustments will be made to give the student an equal opportunity to demonstrate their best work.

## Illness/Personal Circumstance

Judgements should reflect how the students would have performed under ordinary circumstances. Where illness or other personal circumstances might have affected performance, centres are required to bear that in mind when making their judgements.

## Appeals

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The Ofqual guidance for appeals is very clear as follows:

### **1<sup>st</sup> appeal:**

#### *Scenario:*

A student who is unhappy with the grade awarded can ask whether an administrative/procedural error has been made.

#### *Response:*

The subject teacher/Head of Department/exams officer will re-check the portfolio and the grade entry/submission- if a procedural error has been identified the centre can be asked for a revised grade to be submitted with the rationale for the grade change; if the exam board accepts this, they will issue the revised grade.

If the teacher/HoD identifies that no error has been made, we will inform the student/parents. If the student is still unhappy with the grade awarded, then:

### **2<sup>nd</sup> appeal:**

The student can ask for the centre, (via the head of subject/exams officer), to appeal to the exam board on their behalf if they are still unhappy with the grade. The exam board will then ask the centre to submit the portfolio of evidence via the exams officer and the board will consider the evidence and the grade awarded. If the exam board disagrees with the centre awarded grade, they will then determine a grade from the evidence submitted.

### **\*Please note that following an appeal grades may be adjusted up or down.**

Once a 2<sup>nd</sup> Appeal has been submitted, it is entirely the exam board's decision regarding whether or not a grade changes in any way- the centre has no part in the process from the point of submitting the evidence of a 'Teacher Assessed Grade'.

The final thing to make you aware of is that we cannot discuss, in any way, with students or parents, possible grades. Teachers will be working hard to collate the strongest pieces of evidence in order to give a fair grade, but this will take the whole of Summer A half term, with grades only being awarded at the end of the process. Because of this teachers will not be in a fully informed position to give any accurate indication of a final grade so we ask that you support us in allowing time and space for us to conduct this process properly.

May I once again offer my deepest thanks for your continued support during this very difficult year. If you have any questions regarding the process, please do contact us.

Best wishes



**Chris Wade**  
**Principal**

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