



Mr G Panayiotou – Headteacher
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Our Ref: GP/NF

15th March 2021

Dear Parents/Carers

Year 11 Centre Assessed Grades

Following the announcement that pupils will not sit external exams this summer, Ofqual and the Department for Education have now released further guidance regarding the types of evidence that can be used in the awarding of centre assessed grades. The recommend sources of evidence are outlined below:

- pupil work produced in response to assessment materials provided by the exam board, including groups of questions, past papers or similar materials such as practice or sample papers;
- non-exam assessment (NEA) work (often referred to as coursework), even if this has not been fully completed;
- 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
 - internal tests taken by pupils
 - mock exams taken over the course of study
- records of a pupils' capability and performance over the course of study in performance-based subjects such as music, drama and PE;
- records of each pupils' progress and performance over the course of study, in addition to the existing work and assessments that pupils have previously completed.

Following the publication of the Ofqual guidance, we have now put a roadmap in place for Year 11 pupils to ensure that the process of awarding grades is rigorous, fair and consistent. This plan will be shared with parents and pupils over the coming weeks. The assessment plan will give all pupils both the opportunity to build confidence and also to have experience of what it feels like to prepare and sit significant assessments/exams, an experience which is important in preparation for post 16 study.

How will evidence be gathered?

For pupils who sat their mock exams in December this will be the starting point for the gathering of evidence. In addition to mock exam information, staff have identified where pupils may need to add to or build up an evidence base in order to achieve their full potential. In GCSE subjects, this will be completed through regular mini-assessments. In BTEC and vocational qualifications, pupils will continue to complete their written assignments.

To ensure that no pupil is disadvantaged through absence, we will be conducting mini-assessments throughout next half term. This means that if a pupil is absent, we have other sources of evidence to use to verify grades. For consistency, where possible, teachers will use assessment materials provided by the exam boards with

rigorous moderation processes in place to ensure fairness. An assessment roadmap will be produced by each subject area so that pupils know what they will be taught and when and how they will be assessed.

Throughout the process, teachers will provide pupils with formative feedback to help them to further develop their understanding of the course content and to further improve. Teachers will not be able to discuss how individual assessments will impact on a pupil's grades as there will be a final moderation process which considers the totality of evidence for each pupil.

At Christmas, teaching staff have indicated the grade that a pupil is most likely achieve and this can be found on each pupil's winter report (grade most likely based on current performance). Through this process pupils will have the opportunity to provide evidence to support this grade or to enhance this grade further. It is therefore important, in order to ensure the very best final grades, that pupils continue to attend all of their lessons, after school boosters, complete homework and revise thoroughly for assessments.

Key Dates

We have received some queries about the leaving date for Year 11 pupils. Centre assessed grades must be submitted to the exam boards by Friday 18th June 2021. We expect that all pupils continue to attend as normal until Friday 11th June. After that point, we will need pupils to be available to attend school should they need to provide further evidence to secure their grade. If needed, pupils will be invited into school but do not need to attend every day between Monday 14th June and Friday 18th June 2021. Please see key dates below:

- **Thursday 25th March - Year 11 Parents' Evening**
- **Friday 11th June – Year 11 Leavers Assembly**
- **Friday 18th June- Final Centre Assessed Grades submitted**
- **Thursday 1st July- Year 11 Prom (subject to lifting of national restrictions)**
- **Thursday 12th August – Year 11 Results Day**

We know that this is a difficult and challenging time for both pupils and parents. Teachers, who know your child best, are being trusted and supported to ensure that all pupils are given a fair grade based on the work they have covered. We hope that this letter has reassured you that we will complete a fair and rigorous process to ensure that pupils are not disadvantaged by this unprecedented disruption to their education.

If you have any questions or queries, please talk to your child's teachers at Parents' Evening or contact Mr Holmes for further details.

Yours faithfully



Mr G Panayiotou
Headteacher

Yours faithfully



Mrs D Cook
Associate Headteacher

