



Mr G Panayiotou – Headteacher
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Our Ref: GP/NF

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Dear Parents/Carers

Year 12 and 13 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 pupils in Year 12 and 13 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.

How will evidence be gathered?

For pupils taking BTEC subjects, teachers have put in place an assessment plan to ensure that sufficient work is completed by the end of this academic year for pupils to claim their BTEC qualification. It is important that pupils continue to work as normal towards completing the assignments set by their teachers. If there has been excessive absence, due to coronavirus, staff will be able to provide additional sources of evidence (as outlined above).

For pupils re-sitting GCSE subject(s), we will be conducting mini-assessments throughout next half term to support any evidence that is already available in school e.g. from mock exams. These mini assessments will ensure that no pupil is disadvantaged in the event that they need to self-isolate. For those 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. 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 a rigorous moderation processes in place to ensure fairness. An assessment roadmap will be produced by English and Maths teachers so that pupils know what they will be taught and when and how they will be assessed.

Throughout the process for both GCSEs and BTEC qualifications, 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, boosters, complete homework and revise thoroughly for assessments.

Key Dates

We have received some queries about the leaving date for Year 13 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 28th May. After that point, we will need pupils to be available to attend school should they need to provide further evidence to secure their grade. Pupils taking re-sits will need to attend until Friday 11th June. If needed, pupils will be invited into school between Monday 7th June and Friday 18th June 2021. Year 12 pupils should attend as normal. Please see a list of key dates below:

- **Friday 28th May – Year 13 Celebration Lunch**
- **Friday 18th June - Final Centre Assessed Grades submitted**
- **Year 13 Trip to Flamingo Land (subject to lifting of national restrictions) - Date TBC**
- **Tuesday 10th August – Year 13 Results Day**
- **Thursday 12th August – GCSE 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 contact your child's teacher for further details.

Yours faithfully



Mr G Panayiotou
Headteacher

Yours faithfully



Mrs D Cook
Associate Headteacher

