

19<sup>th</sup> April 2021

Dear Parent/Carer

Following the release of the Joint Curriculum and Qualifications (JCQ) guidance for all schools and colleges, I wanted to provide you with an important update that explains our agreed approach to awarding grades this summer, developed in line with guidance from JCQ, exam boards, OFQUAL and the Department for Education.

### Centre policy

Our approach is outlined in our Centre Policy. Our policy provides comprehensive information about the systems, processes and procedures which outline our approach to assessment and the quality assurance of the determination of student grades based on the evidence provided. A copy of our Centre Policy can be found on the college website.

### Assessment

Our Centre Policy provides clear guidance for parents, carers and students on the types of evidence that will be used by teachers when determining grades. Further Evidence Collection Opportunities (ECOs) have been scheduled over the coming weeks and detailed to your son or daughter. These will only be based on what students have been taught and will allow students to demonstrate the progress within their learning. Please note: these are not exams. Student will sit ECOs in class, during normal timetabled periods. During the coming weeks, student will still continue to consolidate their prior learning with teachers during normal timetabled lessons, as alongside their ECOs and this will support their transition on leaving the college.

Your son or daughter may find they have an ECO scheduled prior to the original 3 week window which was communicated. In this instance the decision has been made by their teachers based on students being ready for this assessment. This only applies to some subjects.

Teachers are required to use a broad range of evidence from the course of study to help inform their decisions, which is further enhanced with the ECO outcomes. This is also combined with their professional judgement.

It is important to highlight that the guidance is very clear in that the determination of a student's evidence base **cannot be negotiated** by either the student or their parent or carer. Any attempts to do so could be deemed as malpractice and could result in disqualification.

### Determining grades

The Centre Policy is clear on how teachers determine student's grades following the collation and completion of assessment. Teachers will continue to pay regard to the guidance and support material from exam boards such as grade descriptors and mark schemes to ensure that grades are aligned to the standard that the evidence base suggests and it will be no easier or harder for students to achieve a grade based on their performance this year, compared to any other year. Grades will be submitted to exam boards by the **18<sup>th</sup> June 2021**.

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### **Reasonable adjustments, access arrangements and special consideration**

Our policy contains information on how we will meet the entitlement of students, especially in relation to access arrangements. Those students who have access arrangements provided that this is their normal way of working. All access arrangements have been applied for and communicated to those parties affected.

It is important to note that special consideration requests will not take place in the usual way this year due to the cancellation of exams. If students feel that they have been adversely affected by illness or personal circumstance, they must discuss this with their tutor or a member of the Senior Leadership team. Most students have already done so. However, teachers will make the final judgement about what evidence is to be included and will be required to document any changes to an individual student's evidence base via our subject Assessment Evidence Documents (AEDs) as outlined in our Centre Policy.

### **Results**

Results will be issued via email to students on the morning of Tuesday 10<sup>th</sup> August. The Senior Leadership team will be available at the college to assist with any queries and support with UCAS and Post 18 progression.

### **Appeals**

We are determined and confident that the grades awarded will be wholly reflective of the performance of each student in each of the qualifications they have studied. In the event of a student believing an error has been made, on receipt of their grades, they can make a Stage 1 'centre review appeal' where the college will review a student's claim. If the student is dissatisfied with the Stage 1 outcome, they can move to Stage 2 which involves the college submitting an appeal to the exam board on behalf of the student.

Additional information on appeals can be found in the JCQ document *Guidance for students, parents and guardians: GCSEs and AS/A Levels in England Summer 2021* which can be found here: [JCQ-Guidance-for-Students-and-Parents-on-Summer-2021.pdf](#)

I would like to take this opportunity to thank you once again for your unrelenting support through what is a very challenging time for our students and our staff. However, we remain determined to ensure that every student achieves success this summer and we will continue to work tirelessly to establish an evidence base that truly reflects the performance of our students and importantly, enables them to progress onto the next phase of their education or employment.

Yours sincerely



Kirstie Johnson  
Head of College