



25<sup>th</sup> March 2021

Dear Parents, Carers and Students,

**Re: Year 10, 11, 12 and 13 Grading Process Update**

Following the Ofqual consultation I can now confirm the following:

- We are required to submit a grade for each student, for every subject, which is based on an assessment of the standard at which they are performing.
- This judgement should be based on the evidence of a student's performance on the subject content which they have been taught, whether in the classroom or via remote learning.
- The evidence could include work which has already been completed during the course as well as that which will be completed in the weeks to come.
- Teachers will use their professional judgement to balance the full range of evidence available for each student.
- All grades are required to have been checked for accuracy, reviewed by a second member of staff and represent the professional judgements made by staff.
- The submission of student grades has to be made to the exam boards by the school before **Friday 18<sup>th</sup> June**.
- **More recent evidence is likely to be more representative of student performance although there may be exceptions.**

Types of assessment evidence

Evidence	Example
Student work produced in response to assessment materials provided by the exam board, including groups of questions, past papers or similar materials such as the practice or sample papers.	GCSE Spanish reading paper, A level Psychology paper.
Non-exam assessments (NEA) work (often referred to as coursework), even if this has not been fully completed.	GCSE Art portfolio, A level Theatre Studies practical performance
Students 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 (including those that took place during remote learning), internal tests taken by pupils and mock exams taken over the course of study.	Year 11/13 Mock Examinations (December 2020)
Records of a student's capability and performance over the course of study in performance-based subjects such as music, drama and PE.	GCSE PE practical, A level Theatre Studies practical performance
Records of each student's progress and performance over the course of study.	Current grades on assessments in Year 9 and 10 / Year 12

The school is required to be confident that work produced is the student's own and that the student has not been given inappropriate levels of support to complete it, either in the centre, at home or with an external tutor. Exam boards will investigate instances where it appears that evidence is not authentic.

### Internal Assessments

**Additional internal assessments will be conducted between Monday 26<sup>th</sup> April and Friday 21<sup>st</sup> May.**

Some key points to note about these internal assessments.

- For Year 11, subjects have been split into two groups with Group 1 holding assessments during the first and third week of the assessment period and Group 2 during the second and fourth week (see Table 1 below). This is to ensure that students have no more than three assessments in any one day.
- For Year 10 (RS assessment only), Year 12 and 13 students' subject assessments may take place at any time over the four-week assessment period commencing 26<sup>th</sup> April until Friday 21<sup>st</sup> May.
- All assessments will take place in classrooms during the normal timetabled lessons, with the exception of the Year 10 RS assessment which will take place in exam areas.
- The majority of Year 11 assessments will be 45 minutes long to accommodate students who require extra time. Any student who is eligible for an exam concession will receive it.
- The topics students will be assessed on in each of their subjects will be published prior to the Easter holiday. Only content that has been taught will be included in any assessment.
- Students will sit no more than five assessments in any one subject during the assessment period.
- The assessment timetable will be published to students, parents and carers prior to the Easter holiday.
- There will not be any assessment for Art or Photography (Year 11 & 13) as their portfolio will be the only evidence considered when deciding the grade.
- The week commencing Monday 24<sup>th</sup> May has been set aside to enable those students who miss any assessments due to illness, to complete them. It will not be used as an opportunity to improve on the assessments that have already been taken.
- In the event that a student does not sit one or more of their assessments then historic data will be used to inform the grading decision.

Table 1: Year 11,12, 13 (and Year 10 for RS assessment only)

<b>Week commencing</b>	<b>Action</b>
w/c 29th March	Revision in lessons
w/c 5 <sup>th</sup> April	<b>Easter Holidays</b>
w/c 12 <sup>th</sup> April	<b>Easter Holidays</b>
w/c 19th April	Revision in lessons
w/c 26th April	Revision in lessons and internal assessments (Group 1 subjects)
w/c 3rd May	Revision in lessons and internal assessments (Group 2 subjects)
w/c 10th May	Revision in lessons and internal assessments (Group 1 subjects)
w/c 17th May	Revision in lessons and internal assessments (Group 2 subjects)
w/c 24th May	Lessons and internal assessment catch up
w/c 31st May	<b>Half Term</b>

**Group 1 subjects** – English, Science, Geography, Spanish, Food & Nutrition, Media Studies, Music, Statistics & Business Studies.

**Group 2 subjects** – Maths, History, Drama, Product Design, Psychology, PE, Computer Science & French.

For those subjects with a Non-Examined Assessment (NEA) this will form a major part of the evidence when deciding on a grade, however students will sit at least one internal assessment.

The deadline for submitting GCSE and A level NEAs will be **Friday 21<sup>st</sup> May**, which is the same deadline for the submission of GCSE and A level Art and Photography portfolios. Students who have not completed their NEA will not be penalised if they have been unable to complete their NEA by this date due to circumstances beyond their control caused by the pandemic.

As you may be aware Gavin Williamson, the Education Secretary announced “I expect centres to be required by the exam boards to allow students to see the evidence on which their grade is to be determined before grades are submitted, so that students have the opportunity to raise mitigating circumstances and identify errors in advance”.

Please note that staff will not be permitted to share final submitted grades.

We can confirm that exam results days will be on:

- **Tuesday 10<sup>th</sup> August for A Level and BTEC students**
- **Thursday 12<sup>th</sup> August for GCSE students.**

Full information will follow in addition to the leaving dates for Year 11 and Year 13 students.

At present the Department for Education (DfE) have not yet confirmed when Year 11 and 13 students will officially finish school. Once the DfE have confirmed the leaving date, we will let you know.

Once we have any further information from the Government, we will of course share it with you. However, if you have any further queries in the meantime, please do email [enquiries@coxgreen.com](mailto:enquiries@coxgreen.com).

Kind regards

**Cathrin Thomas**  
**Headteacher**