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Our Reference: MST/PD 2021 11

12<sup>th</sup> March 2021

Dear Parent/Carer,

Following on from my previous letter dated 26<sup>th</sup> February 2021, I am writing to give further information regarding the process that we will be using to determine the GCSE grades that will be forwarded to the exam boards.

In line with the guidance provided by the Department for Education (DfE) and the exam boards, we will use a range of assessment evidence to ensure that up-to-date fair and accurate grades are submitted in every subject. Though assessment data from the entire duration of the course will be used to inform the judgements made, a heavier weighting will be given to the outcome of assessment activities that will be delivered between now and June 18<sup>th</sup>. This is because, in line with DfE guidance, work produced at the end of the course is deemed more representative of a student's final performance. It is therefore, extremely important that students work to the best of their ability over the remaining weeks leading up to the grade submissions.

It is important to note that students will only be assessed on topics of knowledge that they have been taught. To support us in our assessment activities, we will be making use of support material which will be provided by the exam boards. This will help to ensure that the assessment activities are accurate, reliable and valid.

Over the coming weeks, teachers will complete any remaining new learning, re-visit key aspects of previously taught learning and assess progress as time passes. Pupils will always be informed if a piece of work is likely to be considered as contributing to the final teacher assessed grade. All subject roadmaps will culminate in a formal assessment window which will take place between 10<sup>th</sup> May 2021 and 21<sup>st</sup> May 2021. All assessment data collected between now and the 18<sup>th</sup> June will count.

At all stages, the school will be following a rigorous quality assurance process to ensure fairness, accuracy and validity. Grade submissions will be evidence-based, standardised and moderated (both internally and externally). Evidence of each student's proposed grades will be scrutinised by members of the Leadership Team and, where necessary, teachers will be asked to revisit the evidence base if it is felt that the proposed grades do not match the performance profile of the student. This process will ensure that grades are not determined by a single teacher but as a result of a robust multi-layered control process.

Final submission of grades will be made to the exam boards by Friday 18<sup>th</sup> June 2021. Results will be made available by the exam boards on Thursday 12<sup>th</sup> August 2021. Details regarding collection of exam results will be issued closer to the time.



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Once results have been issued, if a student feels that the school has made an administrative or technical error in determining a grade, they can submit an appeal to the school requesting that we review the available evidence. If the school feels that an error was made, then a revised grade will be submitted to the exam board, requesting that they validate the new grade.

In exceptional circumstances following an appeal to the school, the student can ask the school to submit an appeal directly to the exam board on their behalf. In such a case, the exam board will scrutinise the available evidence and review the quality assurance processes undertaken to determine the grade. The exam board will decide to either uphold the original grade, increase the grade or lower the grade, based upon their findings.

As mentioned, it is extremely important that students work to the best of their ability over their remaining months at school. We appreciate that this is a very stressful time for Year 11 students, but we are confident the robustness of the grade determination process will enable students to receive grades that accurately reflect the progress that they have made and enable them to positively progress to post-16 provision.

Yours sincerely



**Patrick Daley**  
**Headteacher**

