



**Headteacher**  
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Dear Parents/Carers

**RE: SOURCES OF EVIDENCE TO DECIDE TEACHER ASSESSED GRADES**

This Summer, students will be awarded their GCSE, BTEC and A Level Grades by the School. Awarding organisations have stipulated that grades must be determined using only evidence of performance, not academic potential, and in a fair and consistent manner. The evidence to be used in each subject can be found on the School website, under the Examination Information tab in the Parent section.

Below is the rationale for the selection of these sources of evidence:

1. Assessments cover a broad range of content and all assessment objectives
2. Assessments will only cover knowledge that has been taught, rather than the full specification
3. Assessments are similar in format to exam board material
4. Assessments are marked consistent with exam board mark schemes
5. Students completed the assessment at the same time ensuring no student had an unfair advantage, with the exception of coursework in selected subjects
6. Students received their designated Access Arrangements.

Teachers will make a holistic judgement for each child; however, evidence that is more recent is likely to be more representative of student performance. Furthermore, teachers will consult grade descriptors and exemplar materials provided by the exam boards to ensure each student receives a grade that is a fair representation of the work that has been produced.

**Quality Assurance**

Rigorous quality assurance processes will be applied to ensure fairness and consistency. These include:

1. Blind-marking of April assessments to ensure objectivity
2. Standardisation and moderation of marking to ensure mark schemes are applied consistently
3. A review of every grade decision, by the Curriculum Leader
4. A review of a sample of grading by the Senior Leadership Team for each subject
5. Examination boards will review our internal quality assurance procedures
6. Examination boards will review a sample of student work to ensure grades have been correctly assigned

**Mitigating circumstances**

We are confident that, in the overwhelming majority of cases, the School is already aware of any adverse medical or personal circumstances, which may mean the sources of evidence are not appropriate or that may have an impact on your child's ability to perform at their usual level during their assessments. However, to ensure the School's records are accurate as possible, we are asking students to inform the School of any special circumstances that may need to be considered during the teacher assessment process. Examples of the types of special circumstances include:

 **Specialist Visual Arts Academy**

1. A student has not had the opportunity to learn the content being assessed in the identified sources of evidence, having missed both the initial teaching and revision lessons. If this is the case please complete the form by **Wednesday 12 May 2021**, allowing the School the opportunity to provide alternative assessment if required
2. A student had an injury or illness at the time of the selected assessments that may have had a negative impact on their performance
3. A family has suffered a bereavement or traumatic experience that may have had a negative impact on a student's performance in the selected assessments.

If you believe your child's performance, at the time of the assessment, has been negatively impacted by personal circumstances, or any other reason, please ensure the School is notified by **Friday 21 May** to ensure teachers are aware.

In most cases, grade decisions will be based solely on assessments that have not been negatively impacted. If required, we will apply the JCQ special consideration criteria to adjust raw assessment marks.

Both the JCQ Special Consideration criteria and the form to notify the School of any mitigating circumstances can be found on the website, under the Examination Information tab in the Parent section.

## **Results**

A Level and BTEC L3 results will be issued on Tuesday, 10 August and GCSE and L2 BTEC results on Thursday, 12 August. Should your child wish to appeal their grade they will be given the opportunity to do so. Further guidance will be shared at a later date.

Guidance on how grades will be awarded this year, including the School's Teacher Assessment Policy can be found on the website, under the Examination Information tab in the Parent section.

Please do contact the relevant Learning Coordinator or myself if you require further clarification.

Yours faithfully



**Mr R Regnier**  
**Assistant Headteacher**