



11th March 2021

Dear parents, guardians, carers and students,

Re: Summer 2021 examination guidance from The DfE

The DfE have released updated information about how this summer's qualification grades will be awarded. Please see below the most up to date information on the arrangements for undertaking assessments, the quality assurance and appeals processes and the awarding process for vocational and technical qualifications and other general qualifications.

Assessment evidence

Teachers will use a range of evidence to make a judgement of the grade students are performing at. Students will only be assessed on what they have been taught, ensuring sufficient coverage of the curriculum to enable progression. When determining the grade, teachers will reflect the standard at which the student is performing now, not their potential.

Teachers will use the time remaining this academic year to balance continued teaching with any assessments they wish to undertake. Work done at home will be included as evidence to support a teacher's judgement if it cannot be produced in the college environment because of the pandemic, and where teachers are confident that it is a student's own work.

Types of assessment evidence

Teachers will use evidence to determine grades from across the duration of the student's course.

The DfE recommend the following range of evidence is used, where available:

- student work produced in response to assessment materials provided by the exam board, including groups of questions, past papers or similar materials such as trial or sample papers;
- non-exam assessment (often referred to as coursework), even if this has not been fully completed;
- student 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 students
 - trial examinations taken over the course of study
- records of a student's capability and performance over the course of study in performance-based subjects such as music, drama and PE
- records of each student's progress and performance over the course of study

How the evidence was produced

The College needs 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. Examination boards will investigate instances where it appears that evidence is not authentic.

Making a judgement

Teachers will take account of the standard of any coursework undertaken by students in their overall judgement, including partially completed non-exam assessments where disrupted learning stopped them from completing it. Where this is the case, students will not be penalised.

Exam boards will publish further guidance in March, so teachers have a clear understanding of how to make fair and consistent judgements. Exam boards will also provide schools and colleges with support, guidance, and training on how to minimise the risk of bias and malpractice.

Quality assurance

How will the College undertake quality assurance?

Examination boards will publish requirements for quality assurance processes and will review all the Colleges' quality assurance processes before we submit grades.

The Colleges will decide the exact timing for when we undertake internal quality assurance, provided we complete the necessary checks before the deadline to submit grades to the examination boards on 18 June 2021.



How will exam boards will undertake quality assurance?

Exam boards will complete checks of the evidence for a sample of student grades in a sample of subjects, in a sample of schools and colleges over June and July.

The boards will determine which schools and colleges they visit, and which students' evidence they review. The boards will decide whether the grades determined by the centre following quality assurance are a reasonable exercise of academic judgement of the students' demonstrated performance. If they don't find this to be the case the exam boards will ask the school or college to investigate.

Examination boards will not re-mark the student's evidence or give an alternative grade. Grades would only be changed by the board if they are not satisfied with the outcome of an investigation or malpractice is found.

Appeals

Every student will have the right to appeal their grade if they so wish. Before a grade is submitted, teachers will make students aware of the evidence they are using to assess them. Students will then have the opportunity to confirm the evidence is their own work and make their teachers aware of any mitigating circumstances they believe should be taken into account.

If a student wishes to appeal, centres should undertake an initial process review to check all processes were followed correctly and no errors were made. If the College finds an error, they can submit a revised grade to the examination board.

If the student still wants to appeal, they can ask the College to submit a formal appeal to the examination board for them. The examination board will check the centre followed its own processes and examination board requirements as well as reviewing the evidence used to form their judgement and providing a view as to whether the grade awarded was a reasonable exercise of academic judgement.

If the examination board finds the grade is not reasonable, they will determine the alternative grade and inform the centre.

In cases of disagreement between the centre and the examination board, or if the student disagrees with the centre or the examination board, the case can be referred to Ofqual's Exams Procedure Review Service (EPRS). The examination board's decision on the grade following appeal will stand unless the EPRS finds that the exam board has made a procedural error. Appeals are not likely to lead to adjustments in grades where the original grade is a reasonable exercise of academic judgement supported by the evidence. Grades can go up or down as the result of an appeal.

Results days

Students will receive their results for A/AS levels on the **10 August** and GCSEs on the **12 August**. Results for relevant VTQs that are linked to progression to further or higher education, including some BTECs, will also be issued to students on or before these dates.

Should you have any questions please do not hesitate to make contact with the college.

Yours faithfully,

Miss K Porter
Principal