

## Teacher Assessed Grades 2021 Update for Parents and Students

We would like to update you on the final guidance for awarding Teacher Assessed Grades for Year 11 and Year 13 students.

We have now received all exam board information as well as guidance from OFQUAL and JCQ. Senior Leaders and Subject Leaders have reviewed all documentation and put into place robust arrangements to ensure that Teacher Assessed Grades are awarded fairly and accurately.

We would like to give you a brief overview of the process, direct you to key documents to read and invite you to ask any further questions.

### Key Documents for Parents and Students:

#### **Swindon Academy Centre Assessment Policy 2021**

*This document outlines the process that we will follow to award Teacher Assessed Grades.*

#### **JCQ Guidance for Students and Parents 2021**

*This document explains the process that all schools will follow, how grades will be determined, key dates and the appeals process.*

#### **Summary of Process and Assessment.**

*The one page summary on the next page of this document gives you an overview of the process. There is also an assessment timetable shared at the end of this document so you are able to support students with their final assessments.*

### Virtual Town Hall Meeting Thursday 6<sup>th</sup> May 2021

We will be arranging a Virtual Town Hall meeting on Thursday 6th May 2021 at 6pm. The purpose of this meeting will be to respond to any questions you have following your reading of the documentation.

Once you have read through the documentation please fill in the form linked below to raise any questions and queries. You can indicate on the form above if you will be attending.

<https://forms.office.com/r/TqMrCS6Ujr>

You will be sent a link to the virtual Town Hall meeting by E-Praise.

### Please note that the following information has also been shared with students:

#### **Student Information for what evidence will be used in each subject for Teacher Assessed Grades 2021**

*This information has been presented to students in assemblies so that all students know exactly what evidence will be used to determine their grade. Students have had an opportunity to look at this information raise any questions and queries.*

## Teacher Assessed Grades Summary of the Process 2021

Teachers decide what evidence will be used to award grades.

- A range of evidence is used across the two year course. The guidance states that teachers 'need a range of evidence that shows your performance on the aspects you have been taught.'
- All students will have a further opportunity to provide further evidence in the assessment window from the 17-28th May 2021 now the courses have been taught. Subjects will be using exam board guidance and materials.

Students are given information about how their grades will be awarded in each subject.

- Students have been given information on which pieces of work will be used as evidence for each qualification they will take.
- They have been given an opportunity to raise concerns about any pieces of evidence that are used and give feedback.
- The guidance states that teachers 'will make the final judgement about what evidence is to be included - this is not a negotiation.'

Students complete their courses and assessments.

- Students will need to complete the course and assessments before final grade decisions are made.
- In line with the guidance, students will be given a final opportunity to demonstrate what they have learnt in the assessment fortnight.
- This will form part of the overall evidence.
- These assessments will take place in a high control setting (Sports Hall) as this will ensure that the evidence is robust and fair. Access arrangements will be in place for students that require them.

Internal and External Quality Assurance Process of grades takes place.

- The Headteacher has written an Centre Assessment Policy that will explain how the process of grades will be checked and quality assured. This is available on the school website.
- All teachers will be trained in awarding grades through exam board materials such as grade descriptors, grade exemplification and standardisation tasks. Every grade will need to be signed off by atleast two teachers in the department.
- Students grades will be checked by a range of teachers, supported by United Learning subject advisors where appropriate.

Headteacher checks and signs off all grades.

- The Headteacher will check the Centre Assessment Policy has been followed and how the decisions about students' Teacher Assessed Grades have been awarded in every subject.
- The Headteacher will sign off all the grades and submit the information to the exam board by the 18th June 2021.

Exam boards start awarding process and check evidence.

- Exam boards will check that schools have followed the processes stated in the Centre Assessment policy.
- Every centre will be asked to provide evidence of student work for both A Level and GCSE qualifications. Students will be selected by the exam board.

Results day and grades are awarded to students.

- AS and A Level students will receive their results on Tuesday 10 August 2021.
- GCSE students will receive their results on Thursday 12 August 2021.
- We will share arrangements for these days at a later date.

Appeals process.

- We will be working hard to make sure students are issued with the correct grade on results day and we are confident that the appeals process should not be necessary to use.
- If students believe an error has been made in determining their grade, they will have the right to appeal. There are two stages and the first state is to appeal to the school directly. It is important to remember that at any stage the grade can go up, down and stay the same.
- Please do read the guidance for appeals on pages 6-8 of the JCQ Guidance for Students and Parents on Summer 2021.

## Year 11 and Year 13 Assessment Timetable-17<sup>th</sup> May to 28<sup>th</sup> May 2021

<b>17th May</b>	Mon 17th	Tues 18th	Wed 19th	Thurs 20th	Fri 21st
<b>Y11</b> 9am	English (149) <i>1 hr 45</i>	Maths (149) <i>1 hr 30</i>	Music (21) <i>1 hr</i>	History (38) <i>1 hr 15</i>	Geography (103) <i>AQA 1 hr 30</i> <i>OCR 1 hr</i>
<b>SF</b> 9am	Physics (8) <i>2 hrs</i> Business Studies (6) <i>2 hrs</i>	Biology (5) <i>2 hrs</i> English Language (7) <i>1 hr 45</i>	Further Maths (5) <i>2 hrs</i>	Chemistry (7) <i>2 hrs</i> Criminology (7) <i>2 hrs</i>	Sociology (3) <i>2 hrs 15</i> Maths Pure (9) <i>2 hrs</i>
<b>Y11</b> 1pm	Art exam in class	Food (36) <i>1 hr</i>	EAL GCSE (14) <i>1 hr 45</i>	Product Design (19) <i>1 hr</i>	Dance Drama (29) <i>1 hr</i>
<b>SF</b> 1pm	Psychology (5) <i>2 hrs</i>	Dance (2) <i>2 hr</i> (Drama exam in class)	Core Maths (6) <i>1 hr 30</i>	RESIT	English Literature (6) <i>2 hrs 15</i>
<b>24th May</b>	Mon 24th	Tues 25th	Wed 26th	Thurs 27th	Fri 28th
<b>Y11</b> 9am	Spanish (74) <i>Found 1hr</i> <i>Higher 1 hr 15</i>	Business Studies (29) <i>1 hr 30</i>	Computer Science (13) <i>1 hr 30</i>	Year 11 Post Year 11 Day	Science (149) <i>1 hr 15</i> Leavers Events
<b>SF</b> 9am	Applied Science (2) <i>2 hrs</i>	Art exam in class	Spanish (3) <i>2 hrs 30</i> Geography (2) <i>2 hrs 30</i>	RESIT	Textiles exam in class
<b>Y11</b> 1pm	Creative iMedia (18) <i>1 hr 15</i>	RE (7) <i>1 hr 45</i>	RESIT	Year 11 Post Year 11 Day	RESIT
<b>SF</b> 1pm	EAL A Levels (4) <i>2 hrs 30</i>	RESIT	RESIT	RESIT	RESIT

\* Resit opportunity for invited students to complete missing assessments

The last day of lessons for Year 11 and Year 13 will be **14<sup>th</sup> May 2021**. In the last two weeks of term, from the **17<sup>th</sup>-28<sup>th</sup> May 2021**, we will be holding the final assessments. As students are now nearing the end of their courses, this is an important opportunity for them to showcase what they know. There is a maximum of one assessment per subject in this window. Please note that all Year 11 students must attend school as normal on the 27th May 2021. The last day for Year 11 and Year 13 will be on Friday 28th May 2021.

**Morning Assessments** If students have a morning assessment, they need to **arrive at 8.30am** and for Breakfast. Assessments **will start at 9am** and take place in the Sports Hall with access arrangements in place for students who need them. Timings of the length of exams will be confirmed.

**Afternoon Assessments** If students have an afternoon assessment they need to **arrive by 12.50pm**. If they would like to have a school lunch they can buy lunch at 12.40pm as normal. Assessments **will start at 1pm** with the same arrangements as stated above.

**Students will be allowed to go home after morning exams and return for 12.50pm ready for a 1pm start. If students NEED to remain in school due to distance, we will allocate a room for private study.**

**On days where there are no exams, students will not be expected in school.**