



10<sup>th</sup> January 2021

Dear Students, Parents and Carers,

Happy New Year.

I do hope that you all had a great festive period and were able to relax and spend some quality time with family and friends.

The new term has started and year 11 students are now receiving feedback on the mock examinations that they sat before Christmas and will receive their results on the 20<sup>th</sup> January, whilst year 13s are undertaking their mock examinations as we speak.

I am writing to you regarding the process that we have put in place for the coming terms in the lead up to the summer examination series in 2022. We fully expect the summer examination session to run as normal, however we want to plan for all eventualities. We want to be prepared just in case the summer examinations are cancelled as they were in 2021.

In order for us to ensure that we have the best evidence to provide the most accurate centre assessed grade (CAG) for each child, we will run a series of robust assessments in school. These assessments will also serve to help students prepare for the summer examinations should they run as expected, thereby ensuring that we help our students to have the best possible chance of maximising their grade whatever system is in place this year.

If the summer 2022 examinations are cancelled then the DFE will ask teachers to assess their students in a fair and consistent fashion. A breadth of evidence will inform the teachers' judgements; classwork, homework and a series of mock examination outcomes are included in the evidence base that teachers will draw from.

The plan moving forward is to conduct a series of assessments within lessons that are robust. Doing robust assessments will help students prepare for the summer examination series should it go ahead and will also serve as good evidence if CAGs are needed. A robust assessment will take the form of in-class assessments that are sat under examination conditions, composed of examination style questions and are marked by the teachers within the department following agreed mark schemes and using grade boundaries in line with previous examination series.



In order to prepare your child for these assessments, students will be informed of the following:

- The date of any such assessment, a minimum of two weeks before it is to be taken. We are working on a calendar of these assessments now, so I hope to publish the full calendar to students by the end of the month.
- Provided with a revision list for the assessment and resources to help them to prepare – all of this will be in the subjects areas on TEAMS
- Teachers will also provide revision guidance in lessons in order to help the students best prepare for these assessments.

Following these assessments, students will receive feedback in lessons about what went well and their percentage score. Exam technique will be discussed, alongside common misconceptions. However, it is important to stress that students will not be given a grade for the paper. Students will be able to take copies of the assessments, but will not be able to keep the assessments as these will then form a folder of evidence to support the CAG if the examinations are cancelled in the summer.

It is usual for us to plan in a second mock examination or practise exam questions within lessons in the spring and summer terms, in order to prepare students for the summer examinations, so this plan differs little from what we would normally have in place. However, it is a little more formalised in preparation for the worst-case scenario of the examinations being cancelled.

As more information comes through from the DFE and OFQUAL I will update you accordingly. Many thanks for your understanding and patience as we continue to work to provide the best possible experience for everyone in our community.

Please feel free to contact either myself as Assessment lead or your child's Head of Year, Mr Jenkins for year 13 and Mr Law for year 11 if you have any further questions.

Yours sincerely

**Miss Donna Roughton**  
**Assistant Headteacher**