

21<sup>st</sup> May 2021

Dear Parents and Carers,

At the end of March, I wrote to you to outline the approach we would be taking to awarding Centre Assessed Grades (TAGs) for our Year 11 students this year.

As required by the exam boards, we have written a full Centre Policy which outlines our approach to the process in detail. You can find it in on the school website here: [Home | SET Saxmundham School](#)

The key features of our approach are:

- In addition to teaching students content and revising key topics, we have asked students to complete assessments in class;
- Assessed pieces have been marked according to exam board mark schemes and criteria with cross-Trust moderation taking place in all subjects;
- We have arranged that students with access arrangements, such as extra time, can have them. If students feel that this hasn't happened, either they or you should raise it with their teachers or Mr Connell-Smith.
- Each assessed piece only tests content, knowledge and skills which the students have been taught. The topics may have been taught in school (either at the time they were first covered or when they were revised or recapped) or remotely or as part of homework across the two years of GCSE study (and, in some subjects, during year 9). By 'taught' we mean that, if a student engaged fully with all of the work they were set across those years, they would have covered the topic in enough breadth and depth to answer the questions on the assessment. If a student feels that they have been assessed on a topic which they haven't been taught, they or you should raise this with their teacher or Mr Connell-Smith.
- These assessed pieces will be included in the basket of evidence for each student;
- Portfolios will include non-examined assessments (NEAs), often known as coursework, in relevant subjects. They will also include records of performance work in music, drama, 3D design and PE;
- The overall grade will be calculated by looking at all of the assessment evidence and by making an objective decision about the overall grade which the student is working at. The exam boards have provided grade descriptors for each subject which explain what knowledge and skills a student should be able to show for each grade. They have also provided examples of student work which achieves that level. We will use these materials to support their decision making;

- In each subject, we will moderate the portfolios of evidence and overall grades awarded to ensure that this is done fairly. We will also compare the grades awarded this year to the actual results achieved by previous students in exams in 2017-2019 so that our current students aren't treated too harshly or leniently.

### **Assessment Evidence to be Used in Each Subject:**

It is important that students and parents & carers know exactly which pieces of evidence will be used to determine final grades. If students believe that they weren't taught a topic in sufficient breadth or depth to answer an assessment, or that they were entitled to access arrangements for an assessment but did not receive them, or that there were special circumstances (such as a temporary but significant illness or injury or a family bereavement at the time of the assessment) which may have affected their performance, they should let their teacher or **Mr Connell-Smith** know as soon as possible so that we can consider whether we should take this into account when determining a grade.

### **GCSE Results Day:**

GCSE results day will be on Thursday 12th August. We will write to you with further details about how the day will run, but we expect that in line with the easing of lockdown, students will come into school to collect their results in person.

### **Appeals:**

On results day, students will be able to make an appeal if they feel that a mistake has been made in the grades that have been awarded.

If they think we have made a technical error (e.g. sending the wrong grade to the exam board by mistake) we will check our records of marks that day. If a mistake has been made, we will correct it with the relevant exam board. If no technical mistake has been made, students may instruct us to appeal to the exam board on their behalf on the following grounds:

*-a teacher did not apply a reasonable academic judgement to the evidence;*

*-their access arrangements or special considerations (i.e. temporary but significant illness or family bereavement at the time of the assessment) were not fairly taken into account;*

*-the school has not followed its centre policy (available on the school website).*

If, after a technical error has been ruled out, a student indicates on results day that they believe any of the above criteria to be the case, we will make the portfolio of evidence and a record of assessment marks available to them.

To go ahead with an appeal to the exam board, students would need to sign a declaration recognising that their results may go down as well as up, or stay the same.

### **Leavers' arrangements:**

Friday 28<sup>th</sup> May will be year 11s celebration day. The students may come into school in non-school uniform. The buses will run as normal with our year 11s departing us at 13:00. The students may wish to bring in a school shirt to be signed.

The day will run as follows:

8:30-9:00, Breakfast

9:00-9:30, Tutor's farewell

9:30-10:50, Alternative sports day

10:50-11:10, break

11:10-12:00, Farewell Assembly

12:00-13:00, BBQ, Photos and Farewell

Kind Regards,

Mrs Girling & Mr Connell-Smith