

14 April 2021

Re: Level 2 and 3 Summer 2021 Assessment and Grading

Dear Student and Parent/Carers,

As expected, the final guidance for schools and colleges regarding Summer 2021 assessment was published at the very end of the Spring Term and the College is now in a position to more fully outline to you the system that will be used to generate grades that will be submitted to Awarding Bodies this summer.

Prior to Easter, you will have been given guidance from each subject to help you to direct your revision over the Easter holidays, including key topic areas to prioritise. It is important that you use this guidance to maintain your focus over the remaining six weeks of your studies. For A Levels and GCSE courses the grades that the College will propose for you will be generated from a series of sources in order that you have multiple opportunities to show what you know and can do, and to ensure that there is appropriate coverage of all Assessment Objectives within your course. These will include:

- 1) Past assessments by teachers, from your work over the last eighteen months. The exact nature of the previous work to be used will differ from subject to subject, but these will normally be based on assessments that were common to all those taking the course and that most closely reflect the main Assessment Objectives for the course. You will receive more detailed information from the Curriculum Area Leader for each course over the next few weeks to let you know precisely which pieces of past work/assessment completed by the whole cohort are expected to contribute in part towards grading assessments for your course.
- 2) Completion of a series of additional course-based assessments organised by your teachers, that will be common to all students on the course. These will be led by class teachers from now until 21st May and in some cases may be open tasks and in other cases controlled and/or supervised assessments managed within classes.
- 3) In addition to any course assessments led by your teacher in the remainder of the course, there will also be two windows for whole -college assessments. These will run from 4th – 10th May and from 17th - 21st May. For each of these periods, attendance for assessments will replace your normal lessons, which will not run during those two one-week windows. There will be a specific timetable for these two weeks of assessment, though assessments will take place in classrooms, with all students in your subject typically taking the assessments at the same time. They will last for no longer than two hours each. Curriculum Area Leaders will also let you know about the timings of assessments for your course, as well as outlining the broad topics that will be covered in each assessment window.
- 4) Coursework/NEA that you may have been working on in some subjects, where appropriate.
- 5) In practical and performance subjects, such as PE, Music and Theatre Studies, your overall performance including in relevant practical assessments will be included.
In Art & Design subjects, your portfolio of work will be used.

For Vocational courses the grades that the College will propose for you will be for the whole qualification rather than grading for each individual unit, in line with the guidance. The range of sources of evidence used will be similar to that outlined above for other courses, and are likely to also include completed external and internal unit assessment grades. The assessment windows mentioned above (w/b 4th May and w/b 17th May) will be used as appropriate to give opportunities for competing additional assessments, assignments or tasks that will add to or complete evidence, where it is not necessary for these to be conducted during normal class time. Details of these will be provided ahead of those weeks and will vary by course and the breadth of evidence already gathered.

Curriculum Area Leaders will let you know about the timings of and topic areas to be covered in different assessments. For each assessment you are asked to take, whether teacher led or in the common assessment windows, you will be informed in advance about the broad topic areas to be covered in the assessment as well as the structure of the questions. These assessments will be marked by teachers at the College and this marking will be standardised to ensure that this marking is accurate.

Once all assessment is completed, the College will be in the position to map these against the Assessment Objectives for your course and produce a final grade for you in each subject, that must then be submitted to the exam boards by 18th June. The guidance is clear that the College is not at liberty to inform you of this generated grade, but staff will be able to tell you the assessments that contributed to it towards the end of the window for competing the grade proposals. Exam Boards will validate the assessments used by the College and will then award you a final grade; these grades will be published on 10th August for A level and 12th August for GCSEs.

I am including a guide from JCQ that outlines the process for assessment that Exam Boards and the College must follow. This includes details of the key dates and how arrangements for appeals will apply after the publication of results if appropriate. It is essential not to seek to pressure or influence teachers during this process in order to avoid breaching the regulations for assessment. Any such influence or pressure would be taken very seriously by Awarding Bodies and could affect the award of your grades. You may also find this link, to an Ofqual blog, helpful in understanding and preparing for the arrangements this year. [Ofqual blog: 'feeling worried about grades this year - some things that might help'](#)

It is, of course, important that you continue to work as hard as possible between now and the end of your courses. Your teachers, PPMs and everyone else at the College will continue to support you in every possible way as this process proceeds; please do talk to us if you have any queries or concerns.

As outlined in my previous communication, we expect the period of assessment to have concluded by 21st May 2021, though you will still be expected to be available to respond or attend in relation to assessment clarifications and requests until 18th June 2021.

Yours sincerely,



Paul Wilson
PRINCIPAL