



20 May 2021

Dear Parent/Carer

RE: Assessment and Grading Summer 2021 (Year 12)

I am writing to update you on our plans for assessment and grading of our Year 12 students. Over the next few weeks your child's subject teacher will be deciding the final grade to award them for the subject. All final grades will be based on evidence. The table below outlines the key assessments that will be used as evidence to justify your child's grade in each subject.

Subject	Evidence that will be used to decide your child's Teacher Assessed Grades
iMedia	R081 Exam Jan 21 (If Sat. If not then classroom based attempt), R082 Controlled Assessment, R091 Controlled Assessment
Applied Business	All Unit 1 Assessments completed in May and Unit 2 Mocks and Assessment Data.
Maths GCSE Resit	Actual November 2020 Grade, Five Strand Assessments, Final Mixed Assessment

If any students are unclear about the meaning of something in the table, they should ask for clarification from their teacher in the relevant subject.

Teachers will use the evidence listed above and will consider:

- the content covered by the assessment being used as evidence – is it only testing a small part of the exam course?
- the authenticity of the evidence – how confident is the teacher that the evidence is the student's own work?
- the level of control that the assessment was completed in – was it taken in timed conditions? Was there an opportunity for redrafting? Was it supervised?
- the level of support that was given to students in preparing for the assessment.
- the individual

Once they have considered each of the questions, teachers will reach a judgement about how much weight to give to the evidence in deciding all student's final grades across the whole subject. This judgement will be "holistic" in nature and should reflect the students' overall performance across the full range of evidence being used.

We are aware that a few students have experienced exceptional circumstances, such as those arising from serious ill health over a long period of time, severe injury, surgery or a death in the family. In this situation you should inform the Year Office/Sixth Form staff if you have not done so already. **This does not include situations where teaching has been disrupted by COVID – this will already be taken into account because students have only been assessed on what you have been taught.** The maximum this can equate to is an extra 5% of the marks or the teacher will use an alternative piece of evidence.

If you believe that your child is in this category and that a piece of evidence should not be taken into consideration, please email: summer2021exams@westcoventryacademy.org explaining your reasoning. I must stress that mitigating circumstances must be very significant in order for us to make adjustments, because we will need to justify our decisions to the exam boards. For example, challenges based on ill-health must be accompanied by evidence from a medical professional. Please can you make me aware of any objections to the evidence we intend to use for your child by Wednesday, 26th May 2021.



I must also make you aware of Ofqual's guidance which indicates that the school has a responsibility 'to avoid teachers being put under pressure from students, parents or carers to submit grades that are higher than the evidence supports.' We are required to keep a record of any attempt to do so and it could be deemed malpractice by the awarding body, with possible sanctions from the exam boards to a candidate as a consequence. Teachers are also unable to tell candidates or parents grades they will be submitting to the exam bodies. I know you and your children will show respect to our staff by allowing them to carry out their professional responsibilities to assess fairly without interference.

Candidates have been asked to sign declarations in all subjects to show that they understand the process, to show that they have been told which evidence is being used, and as a way to authenticate that work they have produced is their own.

We will continue to share any relevant information with yourselves regarding exams, and will also publish relevant information on our Summer Exams 2021 website so please make sure you stay up to date. The website can be found here:

http://www.westcoventryacademy.org/exams_2021.aspx

Thank you once again for your continued support. Whilst this is an anxious time for our students, we have been proud of how they have continued to demonstrate an excellent attitude to their work and clearly want to do themselves proud by putting a great deal of effort into preparing for their final assessments.

Yours sincerely,

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Headteacher