



Nailsea School

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7th May 2021

Dear Parents/carers

As you will be aware, the school has been working hard to implement the guidance we have received regarding the grading of Y11 and Y13 students in the summer. This letter covers a number of matters which are relevant to this grading process.

Nailsea School Centre Policy for determining teacher assessed grades – summer 2021 (attached)

This policy has been written following the guidance recently issued by JCQ and Ofqual, and uses the JCQ policy template as a starting point. The document is quite long and may be difficult to navigate, and so I have drawn out below a number of key points that I think will be of particular interest to Y11 and Y13 students and their families:

Use of evidence

- The Policy notes that all subjects will produce grades based on multiple pieces of evidence.
- Teachers can choose from a list of possible types of evidence, including assessments completed in class, practicals, mock exam papers, and assessments completed since returning from lockdown.
- Some of the evidence used must have been produced in contexts where there was a high level of control (e.g. where the completion of the work was directly supervised by a teacher). This is to ensure that the school can confirm with confidence that the work used as evidence does reflect the working level of each student.
- Though we have some flexibility, at least some pieces of evidence must be common to all the students in the relevant cohort (in some case cases, these pieces of evidence will be common to a class or group of classes within a subject, rather than to the whole subject cohort). This is to ensure fairness of access to assessments that allow students to show their true working level.
- Students have been made aware of which pieces of evidence are being used to generate their grades.

Quality Assurance

There will be internal quality assurance, which will take the following forms:

- Training for staff
- Standardisation
- Checks by Subject/Faculty leads and by Senior Staff (which will include checks against the historic performance of the relevant subject and of the school)

There will also be external quality assurance carried out by the exam boards. The boards will use a range of methods, having analysed the Centre Policy and decided on how best to work with each school.

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Appeals

Appeals will be dealt with in two stages: the first stage will consist of an internal administrative check, to ensure that the grade awarded by the exam board corresponds with the grade awarded by the school, and that this reflects the recommendation of the subject area concerned; the second stage – which must be requested in writing – is carried out by the exam board, which will check that the grade awarded is a reasonable reflection of the evidence provided. This check will not involve any re-marking of work, but will rather be a review of processes and judgements.

Final week in school for students in years 11 students, year 12 Access to Level 3 students and year 13

As highlighted in my letter last week, the final day of expected attendance for students is Friday 28th May. However, in the week commencing 24th May not all students will be expected in school all day, every day. This final week is an opportunity for all assessments requested for the portfolios to be completed. Those students who have submitted their evidence will not be expected in school.

As such, the following table outlines the attendance expectations for students in week commencing 24th May:

Year 11 students

	Monday 24 th May	Tuesday 25 th May	Wednesday 26 th May	Thursday 27 th May	Friday 28 th May
Students expected in school are ONLY those:	Arriving for 2pm: 11A History group 11 Spanish group 11 Music group	Arriving for 11am: 11 ICT group 11B History group 11 Drama group 11 French group	Personal invitation to students to complete evidence portfolio	Personal invitation to students to complete evidence portfolio	Personal invitation to students to complete evidence portfolio

All students that are required to attend the sessions between Wednesday 26th and Friday 28th May will be contacted directly.

Year 12, Access to Level 3, students

Students are expected to attend all scheduled Film Studies lessons until Friday 28th May.

Year 13 students

Year 13 students will only need to attend in week commencing 24th May in certain subjects. In the wk commencing 24th May the following students should continue to attend lessons in the following subjects:

- English Literature students to attend until final assessment is completed
- Business Studies students to attend until final assessment is completed
- ICT students to attend until final assessment is completed
- Geography to attend until final assessment is completed
- History students (both 13E and 13A) to attend until final assessment is completed
- HSC students to only attend IF coursework needs to be submitted
- PE students to only attend IF units 11, 12 and 17 are incomplete

All other year 13 students will not be expected to attend school in week commencing 24th May.

There is no doubt that this has been a challenging period for students, staff and families, as we have all worked to get to grips with a completely new and complex process. As ever the students have demonstrated resilience and focus and I thank you all for your ongoing support.

Yours faithfully

A handwritten signature in cursive script that reads "Dee Elliott". The signature is written in black ink and is positioned above the printed name and title.

Mrs Dee Elliott
Head teacher