

Dear Parent/Carer

JCQ have now released the full information regarding how schools will calculate Teacher Assessed Grades (TAGs) for this summer's examination series. It is now confirmed that schools will be submitting grades to the exam boards on 18 June 2021 and results will be released on Thursday 12 August. We want to ensure that it is clear to all parents/carers how grades are being calculated internally. This includes how evidence will be collected and weighted and also how the appeals process will run.

As a school we will:

- Meet all requirements set out by the Department for Education, Ofqual and the Joint Council for Qualifications (JCQ) and exam boards for the summer 2021 qualifications
- Ensure that teacher assessed grades are determined fairly, consistently, free from bias
- Support a high standard of internal quality assurance in the allocation of TAGs
- Be transparent in our communication on how assessments will run this year

When determining grades this year, JCQ has now made the distinction that grades will be based **on the standard that the student is currently at** and not what they could have potentially achieved. This is an important difference between this year's TAG and last year's Centre Assessed Grade (CAG). If a student has insufficient evidence of work then the school will not be able to award a grade and will be recorded as a U. However, our staff will be working with you and your child to ensure, to the best of our capabilities, we have enough evidence to award a grade where possible

### **How Grades are being calculated**

Teachers will be determining the TAG by assessing student work from different sources. Some forms of evidence will be more strongly weighted in calculating a TAG than others and the weighting of evidence is explained in the next section. The school will retain the evidence we use to calculate a teacher assessed grade for external quality assurance.

Teacher grading of assessments is being internally moderated by staff and subject teams as well as senior staff of each subject area. This is moderated against exam board provided materials used to standardise assessment. There will be an initial moderation day on 21<sup>st</sup> May (our INSET training day) followed by an internal moderation week, beginning 24<sup>th</sup> May.

Each department's quality assurance process is then being evaluated by a member of the Senior Team who are their senior link, this will be in week beginning 7<sup>th</sup> June. This will review the quality of moderation, ensure consistency/fairness has been considered and grade boundaries have been appropriately applied.

## How evidence will be weighted in determining a Teacher Assessed Grade

Evidence must be considered appropriately and some evidence will provide a stronger indicator of attainment and will therefore be more heavily weighted in determining a TAG. We have outlined what we consider to be strong evidence that will therefore be more significant in the determination of the final grade below:

### **Strongly Weighted Evidence:**

- Assessments completed in exam standard controlled conditions including assessments completed during periods of absence and isolation accompanied by a signed declaration of parental supervision.
- Non Exam Assessment (NEA) work (often referred to as coursework) even if this is not fully completed
- Centre devised tasks using exam board materials.

### **Additional Contributory Evidence**

- Substantial class or homework
- Records of a student's capability in performance based subjects such as music, PE, drama
- Internal Controlled Assessments (CASS) taken in controlled conditions.

Our staff will determine grades based on your child's knowledge and understanding demonstrated and skills shown across the content of the course they have been taught. Grade descriptors and worked example sheets provided by JCQ (Joint Council for Qualifications), along with grading examples provided by exam boards will also support staff's judgements.

For NEA only based subjects (Graphics, Art and Design, photography, 3D Art, NCFE Occupational studies, PSE, Health and Social Care, Child Development) the Teacher Assessed Grade will be calculated purely on the student's portfolio work even if this is not fully completed. A separate grade for Speaking and Listening will be calculated by teachers for the English Language qualification of Fail, Pass, Merit or Distinction and this will be shown on results certificates.

### **Unit based subjects**

For subjects that have large sections of units based work staff will provide a Teacher Assessed Grade for each of the units specified by the exam boards as required evidence. Some units may be awarded a TAG even if not fully completed and the exam board notified of any 'reduced assessment' for those units. Any external assessment already completed will still contribute towards a students' overall grade.

### **Student Absence**

Some students have been unavoidably absent during a controlled conditions assessment. For these students, it is acceptable for the assessment to be completed at home with parental supervision. This is in line with guidance from Ofqual. Parents/Carers will have to sign a declaration to state that the assessment was completed in the correct controlled conditions and within the correct time frame. These must be completed within the school determined deadlines. Individuals who have had extensive and prolonged absence due to required isolation will be considered through mitigating circumstances.

## **Exam access arrangements and special consideration**

Careful consideration has been given to ensuring that appropriate support is in place for all our students requiring exam access arrangements and special consideration in examinations. We offer full access arrangements to those entitled as part of their normal way of working. Reasonable adjustments and access arrangements should have been in place when evidence was generated. If for an unavoidable reason the access arrangement was not in place, the subject teacher will take this into account when coming to their judgement and the school exams officer will maintain a log of this.

### The Appeals Process

The Appeals Process for 2020/21 will be running. If a student is unhappy with their Teacher Assessed Grade they can request that the school check for any administrative error. Should no error have taken place, the student can then elect to apply through school for an appeal to the exam board. The school would then act on behalf of the student and send the required evidence to the exam board. Please be aware an appeal could result in the exam board agreeing with the initial grade, raising the grade awarded or lowering the grade awarded. Further information about the Appeals Process will be sent out once we have further information from the exam boards.

We hope that this clarifies how this process will be running within school over the next term. If you have any further questions or queries please don't hesitate in contacting your child's KeyWorker, Chris Nichols (Deputy Headteacher) or myself.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Mark Richardson', followed by a small dash.

Mark Richardson  
**Headteacher**