



10th May 2021

Dear Parent/Carer

Re: Student Evidence Sheets and the Academy Centre Policy

Please find below our latest update regarding the process of providing the awarding bodies with Centre Assessed Grades with supporting evidence for summer 2021. Following guidance from the Joint Curriculum and Qualifications (JCQ), exam boards, OFQUAL and the Department for Education, we are able to provide you with the following information regarding the process that will be followed this year.

Collection of Evidence

Guidance states that a range of evidence from across the course should be used to determine grades. This evidence should be based only on what each student has been taught but it is important to understand that teachers do not need to assess students on every aspect of the subject covered.

We will be taking the following steps to ensure that the evidence used is appropriate for all students regarding curriculum coverage:

- All students will be provided with a list of evidence that each subject plan to use to inform the final grade. A link to the evidence sheets available is below-

Year 11 - <https://sites.google.com/arnoldhillacademy.co.uk/keystage4/cag>

Year 13 -

<https://sites.google.com/arnoldhillacademy.co.uk/sixthformvirtualopenevening/centre-assessed-grades>

- Students will have the opportunity to raise any concerns about the evidence being used, for example, if the evidence was affected by personal circumstances, such as illness, injury or agreed access arrangements not provided at the time of the assessment or piece of work. Details of how a student will be able to raise a concern is detailed below.
- Any further updates to the evidence used e.g. evidence replacement due to illness or additional evidence required to determine a grade, will be shared with students verbally over the upcoming weeks. This will provide a further opportunity to raise any concerns as mentioned above.

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All concerns raised will be reviewed by Mr Massey/Mr Callaway, Subject Leaders and members of the Senior Leadership Team and SENCo (where appropriate) in line with guidance provided by JCQ. This process will not be completed by Subject Teachers to ensure that all actions are applied consistently across all subjects. Please be aware that special consideration requests will not take place in the usual way this year due to the cancellation of exams. If students feel that current assessments have been adversely affected by illness or personal circumstances, they must raise this as detailed below for review.

It is important to note that teachers will make the final judgement regarding what evidence is to be included when determining grades. If a concern is upheld, the Subject Leader will review the remaining evidence base to decide on further actions which may include removal or replacement of whole or partial evidence. Any changes to an individual student's evidence base will be documented using our Assessment Evidence Logs and shared with the relevant exam board.

It is also important to highlight that the guidance is very clear in that the determination of a student's evidence base **cannot be negotiated** by either the student or their parent or carer. Any attempts to do so could be deemed as malpractice and could result in disqualification. Please be aware that we are not able to replace or add additional evidence if a student feels they did not perform to the best of their ability in a specific piece of work or if an absence is not due to a reason specified in JCQ guidance.

Please follow the steps below to raise a concern about any evidence to be included:

- The concern **must** be raised with **Mr Massey/Mr Callaway (Mr McEwan)**.
- Please include the following details:
 - Evidence raised as a concern – subject and evidence description.
 - Reason for the concern e.g. illness, injury, significant bereavement or access arrangements.
 - Dates of absence or significant event.
 - Impact of the concern.

All concerns should be raised with Mr Massey/Mr Callaway (Mr McEwan) by **Friday 21st May** to enable a review of the concern raised and relevant actions to be taken by the Subject Team.

Determining Grades

When determining grades, teachers will continue to pay regard to the guidance and support material from exam boards such as grade descriptors and mark schemes to ensure that grades are aligned to the standard that the evidence base suggests and it will be no easier or harder for students to achieve a grade based on their performance this year, compared to any other year.

It is important to note that any grade assigned must be reflected in a range of evidence included in the stated evidence base. Teachers are **not able** to include alternative evidence without reason, as

stated above, or increase or decrease a grade based on professional judgement of an individual student's ability.

Please be aware that grades will be submitted to exam boards by 18th June 2021.

Results Days

Students will be able to collect their results from Arnold Hill Academy on the following days;

- Tuesday 10th August 2021 – A level and Level 3 Vocational Qualifications
- Thursday 12th August 2021 – GCSE and Level 2 Vocational Qualifications

We will provide more detailed information about these results days later this term.

Appeals

Whilst we are confident that the grades awarded will be reflective of the performance of students in each of the qualifications studied, it is important that students, parents and carers are made aware of the appeals process that exists to address genuine errors that have been made as part of the process. If you feel that a genuine error has been made, either via human error or because the process outlined in our Centre Policy has not been followed correctly, you can make a Stage 1 'centre review appeal' where our school or college will review a student's claim. If the student wishes to continue with their appeal, they can move to Stage 2 which involves the school or college submitting an appeal to the exam board on behalf of the student. Additional information on appeals can be found in the JCQ document Guidance for students, parents and guardians: GCSEs and AS/A Levels in England Summer 2021 which can be found here: <https://www.jcq.org.uk/wp-content/uploads/2021/03/JCQ-Guidance-for-Students-and-Parents-on-Summer-2021.pdf>.

Please be aware that a Stage 2 appeal may result in an **increase or decrease** of the grade originally assigned if upheld.

Centre Policy

A detailed outline of our approach to determining grades for summer 2021 can be found in our Centre Policy. This provides information about the systems, processes and procedures which outline our approach to assessment and the quality assurance of the determination of student grades based on the evidence provided.

A copy of our Centre Policy can be found on our website using the following link [AHA Centre Policy for Determining Teacher Assessed Grades Summer 2021](#)

Thank you for your ongoing support and I hope you have found this update useful. Please feel free to contact Mrs Strawbridge, Assistant Vice Principal Achievement, if you have any further queries.

As always, I would like to thank you for your support.

Yours faithfully

Mr Alex Massey
Head of Year 11

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