



# Holly Lodge High School

College of Science

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Dear Parents/Carers of Year 12,

I am writing to you to provide further information regarding how students' grades will be awarded for AS Levels and Level 3 qualifications which are due to be certificated this summer. This will not affect the majority of your child's qualifications. The school is working closely with examination boards to ensure that students receive fair and consistent judgements this summer that will enable them to progress further with their studies.

### **Awarding of grades summer 2021**

Grades will be awarded this summer through teacher assessment and not via examinations. These judgements will be informed by the evidence of student performance on only what they have been taught. Assessments are ongoing and it is of the utmost importance that students continue to apply themselves to their studies and prepare thoroughly for any remaining assessments. Students must make sure that they have the correct equipment (e.g. calculator) with them in order to complete assessments to the highest possible standard to have the greatest chance of success.

Teaching staff have made students aware of the topics they are due to be assessed on. Each subject's Assessment Profile can also be found on the school website.

### **Quality Assurance**

Examination boards are working closely with the school to ensure rigorous process of quality assurance to confirm that the grades that are awarded are deemed to be fair and consistent.

Members of staff have received specialist training and guidance on how to form fair, consistent and objective judgements free from bias. These judgements will also take into account the necessary equality legislation. The quality assurance process will ensure consistent standards of marking and moderation across departments as well as at a whole school level.

The examination boards will be randomly sampling the quality assurance processes of departments to ensure they allow for fair and consistent judgements to be made.

### **Variation for Individual Students**

In some circumstances, students may be entitled to extra support during this period of assessment. Students with identified access arrangements, reasonable adjustment, mitigating circumstances or those who have suffered Covid-related disruption will be catered for to ensure that their individual needs are met.

### **Student Malpractice**

Members of staff are expected to ensure that the evidence of all assessed pieces of work is authentic (i.e. the student's own work). Due to the nature of the way in which students grades are being awarded this summer, students may be tempted to gain an unfair advantage. It is important that they understand the potential consequences of this.

Where the school identifies that a student has attempted to gain an unfair advantage through cheating or plagiarism, the school is duty bound to report this to the exam board as malpractice. The penalty for a student found to have cheated/plagiarised work can range from a warning up to the disqualification from one or more qualifications.

Students/families should also refrain from putting undue pressure on members of staff to reveal grading decisions prior to results day. The examination boards also view this as student malpractice and will act accordingly.

The school would appreciate your support in communicating this information with your child.

### **Results**

Results will be published on **Tuesday 10<sup>th</sup> August 2021** for A Levels/AS Levels and Level 3 vocational qualifications. Further information on timings will be released nearer to the time and published on the school website.

### **Appeals**

An appeals process will be in place following the results days should students wish to appeal a grade. The first stage of this process will be to query a grade with the school. The school will then investigate to identify if an administrative error has occurred leading to an incorrect grade being submitted. Where this is the case the school will then apply to the exam board to have the grade changed.

All decisions will be based on the body of evidence for each student when determining the final grade. The school will communicate the body of evidence on which the grade is based with the student/family in the instance that there is insufficient evidence to overturn the awarded grade.

At this point, should the student wish to then appeal to the exam board, the school will facilitate this. It is important that student's understand that the final decision from the examination board may result in the grade being raised, lowered or staying the same.

On results day, further information on the appeals process will be shared with students. It will also be available on the school's website.

Should you have any further questions regarding the grading process this summer, please do not hesitate to contact the school. You can find more information on the awarding of grades by accessing the following link:

<https://www.jcq.org.uk/wp-content/uploads/2021/03/JCQ-Guidance-for-Students-and-Parents-on-Summer-2021.pdf>

Yours faithfully

Mr P Shone  
(Headteacher)