



Dear Parents, Guardians and Students,

Students will have received the timetables for their assessments today. These have been written to minimise the number of clashes and distribute the assessments as evenly as possible over the allocated time. Please do ask if you are unsure over any aspect. Teachers have previously communicated the information that will enable students to prepare appropriately and are using their lesson times as part of this process.

The assessments are based on those provided by the examination boards for teachers to use and are usually examination questions. The assessments on the timetable will be sat under supervised conditions, similar to the way in which students would have sat them, had examinations taken place. Some adjustments have been made such as the material that is allowed to support these assessments. Importantly, these additional assessments will form only part of the evidence that is used to decide the final subject Teachers Assessed Grades. The use of the assessment questions provided by the examination boards, mapped against their sample mark schemes and grade descriptors, supports the validity and breadth of evidence that is required, and will be reviewed by examination boards as part of the required quality assurance procedures. An overview of five potential approaches can be viewed on page 9 of the Edexcel (Pearson) guidance on this [link](#).

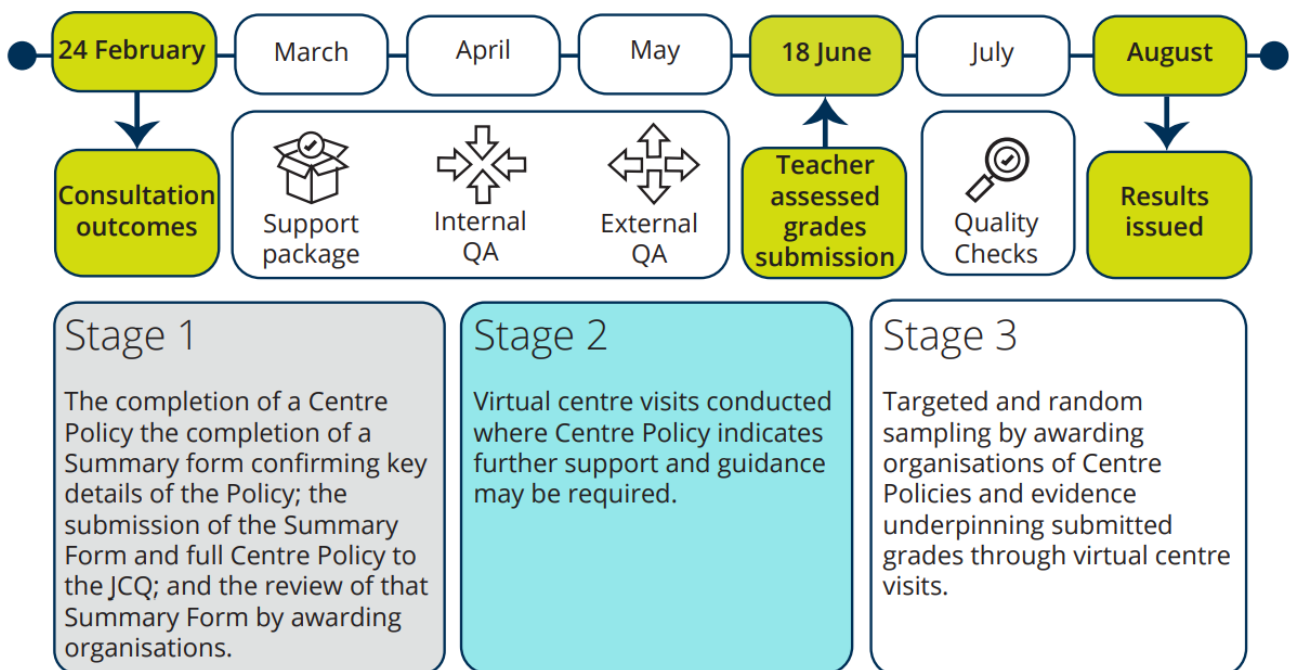
The Joint Qualifications Council, the body that regulates the awarding of GCSE and A-level grades in England, have set out the procedures that must be met by examination boards and centres. The examination boards have based their requirements on this information, most of which was only published last week.

We are asked to put in place a Centre Policy that sets out how we:

- *ensure that teacher assessed grades are determined fairly, consistently, free from bias and effectively within and across departments.*
- *ensure the operation of effective processes with clear guidelines and support for staff.*
- *ensure that all staff involved in the processes clearly understand their roles and responsibilities.*
- *support teachers to take evidence-based decisions in line with Joint Council for Qualifications guidance.*
- *ensure the consideration of historical centre data in the process, and the appropriate decision making in respect of teacher assessed grades.*
- *support a high standard of internal quality assurance in the allocation of teacher assessed grades.*
- *support our centre in meeting its obligations in relation to equality*
- *ensure our centre meets all requirements set out by the Department of Education, Ofqual, the Joint Council for Qualifications and awarding organisations for Summer 2021 qualifications.*

- ensure the process for communicating to candidates and their parents/carers on how they will be assessed is clear, in order to give confidence.

We are currently completing this, setting up procedures that enable us to achieve and evidence the required standards, in addition to being able to compile and make available records as required. Over the next two weeks, teachers will be reviewing these overall standards, attending specific training provided by the College and then the training from the examination boards specifically for their subject. Our Centre Policy will be submitted and reviewed by the examination board. A sample timeline for this process is below:



Teachers are asked to follow a five-step process in assigning Teacher Assessed Grades:

1. Consideration of what has been taught
2. Collecting the evidence (a mixture of marks for previously completed work and the actual work in more recent cases such as the assessments to be carried out in May)
3. Evaluate the quality of the evidence (e.g. whether it has been carried out in supervised conditions and whether it is part of the material provided by the examination boards)
4. Establish whether the proposed range of evidence is appropriate for all students



5. Assign a grade using the grade descriptors and exemplar material provided by the examination boards

Special consideration is being collected and will be applied for those students who are affected. You should be aware that the actual allowance is relatively small, typically around 2% of the actual mark awarded on the affected piece. The holistic nature of the assessments will result in this being a small proportion of the final Teacher Assessed Grade, unless it is a long-term condition that has affected a student's performance throughout their studies. Students will be given an opportunity to review their assessment records prior to submission however if you are aware of an issue that you feel we should be informed of and have not already done so then please contact the relevant staff below:

Mrs N Ingrouille, Head of Learning Support (ningrouille@ladiescollege.ac.gg)

Mrs Gribbens, Upper Five Year Co-ordinator (cgribbens@ladiescollege.ac.gg)

Miss Clements, Head of Sixth Form (eclements@ladiescollege.ac.gg)

The overall process is summarised below:





Les Gravées, St Peter Port
Guernsey, GY1 1RW

Tel: (01481) 721602

Please be assured that we are fully committed to the best interests of you/your daughters and the teachers are working extremely hard to both support you/your daughters and be able to evidence these decisions with a robust methodology. The systems we have set up and information we provide aim to achieve this and to keep you informed. Where a subject is taught at Sixth Form with Elizabeth College, we are setting up similar procedures as part of our Partnership arrangements. Much of the information we are working to can be found on the individual examination board websites and is publicly available. We will continue to update you as we have information we feel is relevant – please bear in mind that we have only recently received some information and are still awaiting further information in many cases.

You will have received details of the two dates we have already identified for our question-and-answer sessions where we can provide more details.

29 April 2021, 18:00: Open Forum, Q&A session for students (and their parents / guardians), via Teams, to cover A-level & (I)GCSE assessments.

27 May 2021, 18:00: Brief presentation, followed by a Q&A session for students (and their parents guardians), via Teams, to cover A-level & (I)GCSE, review of evidence, special considerations, and the internal and external appeals process.

Should you have specific questions then please feel free to ask using the email address examinations@ladiescollege.ac.gg in the first instance and we will try to ensure we answer them within these sessions. Please feel free to contact me or one of my colleagues should your query be more urgent or if you have further queries.

Kind regards,

M. Barnes.

Mr H Barnes,

Director of Studies

hbarnes@ladiescollege.ac.gg