



Les Gravées, St Peter Port
Guernsey, GY1 1RW

Tel: (01481) 721602

9th June 2021

Dear Parents/Guardians and Students,

The information on the assessment evidence and any 'Special Consideration' that has been applied has now been uploaded to your document library on the Parent Portal (the same place that reports can be found). For queries accessing the Parent Portal including the address for any issues, please see our website page <https://www.ladiescollege.com/information/communication-to-parents>

Given the time pressures set by the examination boards we felt that this was the most efficient way to distribute the information for review. Students who need to access the documents directly themselves are asked to contact examinations@ladiescollege.ac.gg

For Upper Sixth students only:

If you have a subject taught entirely at The Ladies' College, we are the examination centre which enters you for your A-level examinations. For subjects where the teaching is split between the Colleges, Religious Studies and French are also entered at The Ladies' College (Sports Education and Further Mathematics are at Elizabeth College). You should have received an electronic communication from Elizabeth College regarding subjects for which you are entered with them as the examination centre. Both Colleges have worked together to align systems, and teachers at both Colleges have been involved cooperatively in the moderation processes as per our Centre Policy.

Upper Five and Upper Sixth students are asked to review the information on your Assessment Record. For each subject entered at The Ladies' College you will find the following details:

- Assessment name
- Assessment details
- Details of any Special Consideration that has been applied to the evidence

You do not need to bring a signed copy with you to the meeting tomorrow, although you are welcome to. A copy will be available in your meeting.

At the bottom of the report is also a box with the Special Consideration that we have considered and this will be noted against the assessment evidence where it fits with the date range. If you believe that this is incorrect or that something has not been accounted for then, please email hbarnes@ladiescollege.ac.gg in advance (or bring the query to your meeting). Further information regarding what counts as Special Consideration is given at the end of this letter.



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The presentation notes, and the recording in LC Virtual, from the 1st June Q&A session may be helpful regarding Special Consideration including the flowchart that requires teachers to first look for alternative evidence before applying Special Consideration to specific evidence.

You will also be asked to sign an authentication sheet confirming that the assessment evidence used is your own work, accepting that work with “Limited” control, such as a homework tasks, may have been completed collaboratively, as per the presentation from 1st June. It is a requirement from the Joint Council for Qualifications (JCQ) that you both review and authenticate the assessment evidence, including the consequences for malpractice, prior to us submitting your grade. Not doing so can lead to delays in, or an inability to award a grade. You do not need to bring a signed copy with you to the meeting, although you are welcome to. A copy will be provided in your meeting.

Should you have any queries, you should ensure that these are satisfied before you sign either sheet. Students do not need to attend in uniform and are asked to be punctual to meet with Mrs Clancy, Miss Bridge, Mr Barnes, Dr Mitchell or Mr Roughsedge in the respective offices.

We hope that you will find the answers to many of your questions on our [website](#) and we continue to keep this updated with the relevant information. The last section of this letter contains a summary of information relating to appeals released following the Q&A session on 1st June. Please feel free to raise any additional questions during your review meeting.

Kind regards,

M. Barnes.

Mr H Barnes,

Director of Studies

hbarnes@ladiescollege.ac.gg



Student Statement of Authentication

I, _____, Candidate number _____, confirm that:

- I have read and understood the information providing details of the evidence on which each of my subject grades will be based for subjects entered at The Ladies' College.
- I confirm that I have produced all of the listed work without assistance, other than that which my teacher has explained is acceptable within the specification. It is accepted that you may have worked collaboratively at times with other students where work has not been sat in test conditions (e.g. a homework task if these have been used) however the work itself should be your own. This also applies where an external tutor or source has provided assistance with learning, the actual work produced should be your own work. Where work has been sat in examination conditions, I followed the requirements to maintain examination security.
- I have been notified of any Special Consideration that has been applied and confirm that this applies as per the Assessment Record
- I have declared any Special Consideration that I believe may have impacted my performance

I understand that I may be disqualified from at least the subject concerned and/or my grades may be delayed if this declaration is subsequently found to be false.

Signed: _____

Date: _____



Notes on Special Consideration

The extracts below from the JCQ Guidance on the determination of grades for A/AS Levels and GCSEs for Summer 2021 explain the circumstances in which special consideration may be granted in determining the grade to be awarded to a student:

- Where a temporary illness, a temporary injury or some other event outside of the student's control may have affected their performance in assessments which will be used to determine a grade, teachers should take this into account and document how they have done so.
- Special consideration cannot be applied due to lost teaching and learning. This can be addressed through the flexibility of the range of evidence centres may use to determine students' grades. Students should only be assessed on the content of the specification covered.
- Centres must be satisfied that the issue or event has had, or is reasonably likely to have had, a material effect on a student's ability to demonstrate his or her normal level of attainment in an assessment. Centres must record how they determined the impact of the misfortune. Students must be reminded to raise any mitigating circumstances which warrant special consideration.

If you believe that your performance in one or more of the pieces of evidence being used was affected by a temporary illness, a temporary injury or some other event outside of your control that you have not already been told will be taken into account you should email Mr Barnes urgently to advise him of:

- the grounds on which you feel you may be entitled to special consideration
- the date(s) when this circumstance arose
- the pieces of evidence you believe were affected

Note that, depending on the nature of the circumstance you wish to be taken into account, you may be asked to provide evidence (e.g. a letter from a doctor) to support your claim, before special consideration can be applied. You will be contacted by Mrs Ingouille, Head of Learning Support, to evidence the request and will need to respond promptly.



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If special consideration is approved, and the subject teacher is satisfied that there is reason to believe that the candidate underperformed in the affected evidence, but no suitable alternative work exists to replace it, the grounds for underperformance may be taken into account in awarding the overall grade. In practice, this will only affect the overall grade awarded where the decision of which grade to award is a borderline case. The allowances are 1% to 5%, as directed by JCQ guidance, of the raw marks on the specific work that is within the date range only. Further details can be found on the JCQ document available on their website: https://www.jcq.org.uk/wp-content/uploads/2020/09/Guide_to_spec_con_process_2021_FINAL.pdf



Summary of Information on Appeals for (I)GCSEs and A-levels

Students' right to appeal – If a student (including private candidates) feels the grade they've received is wrong, there's an appeals process unique to this summer series, for them to follow.

Grounds of appeal – Ofqual has produced a [Student guide to awarding summer 2021](#) to help explain the process. To summarise:

Stage one – Centre review

If a student feels their grade is wrong, they should speak to their school or college first to check if there was a mistake in determining or submitting the grade.

If there was a mistake, schools and colleges can submit a revised grade to the exam board to consider.

Stage two – Exam board review

If schools and colleges don't find a mistake but the student still believes that their grade is wrong, they can ask their school or college to submit a formal appeal to the exam board for them. Students can appeal if they believe any of the following applies:

- there was an error in the way the school or college followed or applied its procedure for determining their grade
- the school or college did not make a reasonable judgement when deciding which evidence to use to determine their grade
- the school or college did not make a reasonable judgement about their grade based on the evidence gathered.

If an appeal is submitted to an exam board, schools and colleges will need to supply the complete evidence in support of the student's grade.

Deadlines – appeals must be submitted to exams boards by 23 August 2021 for priority appeals (for students applying to higher education who did not get their first choice, and wish to appeal an A-level or other Level 3 qualification result), or by 17 September 2021 for non-priority appeals. Please note that our internal deadline will be 3 working days earlier to enable us to process applications and assemble the evidence required.

Correcting results – Students should be aware that their grade could go up, down, or stay the same.