



April 2021

Dear Parent(s)/Carer(s)

This pack contains vital information on the awarding of grades for your child. The approach we are taking has been guided by the information produced by The Office of Qualifications and Examinations Regulation (Ofqual), The Department for Education (DfE) and the Joint Council for Qualifications (JCQ). We have attached the guidance for students, parents and carers from the JCQ but we have summarised it below also:

1. Teachers will be using some/all of the following to award grades:
Records of performance over the entire course
Non-exam assessments such as coursework or portfolios
Mock exams from earlier in the year
Internal tests/exams in the classroom and the sports hall.
2. Due to the amount of time missed we will only assess the topics/areas of study that we have covered so as to not disadvantage any young person for time lost through lockdown. Each subject has made it clear exactly what they are using as evidence for the grades given. **Therefore, it is important that you find some time to look at each subject your child is studying in the attached booklet. If your young person has any information about their personal circumstances that they wish to be considered regarding any of the assessments being used or have questions about how their personal circumstances will be considered, please email datateam@passmoresacademy.com . Please title the email 'Mitigating circumstances'.**
3. Teachers are not permitted to tell you or your young person the final grade they have submitted to the exam board. Results will be issued on Thursday 12th August 2021 from 9.30am – 11.30am at Passmores Academy.
4. No single piece of evidence will necessarily be more important than another. However, those carried out in a highly controlled environment, such as a test in the sports hall, will be considered more reliable than a piece of work completed at home. All students will be asked to sign a declaration form agreeing all work is their own.
5. Grades given by teachers are not intended to be a reflection of potential (what could be achieved). The grades must be based on the standard of work produced.

6. The full process for appealing against the grades your young person receives can be found here <https://bit.ly/3eGfZ2D>

Internal exams have been organised from **Monday 17th May until Tuesday 8th June**. We have deliberately scheduled an English and maths exam for after the half term holiday to give as much time as possible for our young people to prepare for these exams, especially when Post 16 courses may be dependent on the results. Students will not be expected to be in school from **Wednesday 9th June**, but we may need to invite individuals into school up to and including **Friday 11th June** dependent on need.

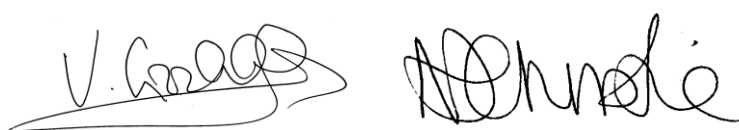
Students should arrive promptly for all exams; they are an important part of the evidence being gathered and will be treated formally. Expectations regarding behaviour will be stringent. GCSE exam conditions will take effect immediately students enter the exam hall and will remain in place until the exam has ended, and students have been dismissed. School bags will be placed at the back of the hall, away from the exits.

Please be aware that possession of unauthorised items, including mobile phones (even if switched off) or any other communication is an infringement of the regulations and may result in the exam having to be re-taken.

Students need to be prepared with the correct equipment – two black pens, pencil, eraser, ruler and calculator. All equipment must be in a transparent pencil case or a clear plastic bag. Water bottles must have the label removed.

We know that this is a great deal of information about something that is really important. We hope that you know that we will be doing all we can to support your young person throughout the process. We are all working for the same outcome; that our young people leave with the grades they deserve based on their efforts and abilities.

Yours faithfully

Two handwritten signatures in black ink. The first signature on the left is 'V. Goddard' and the second signature on the right is 'N. Christie'.

Mr V Goddard & Miss N Christie
Co-Principals of Passmores Academy