

Date: 23 April 2021

Dear Parents and Carers

Arrangements for assessment this summer for Vocational subjects

You will be aware that assessment for qualifications this summer has been disrupted by the pandemic. We are writing to you with information about our plans to ensure your young person achieves with the grade they have worked hard for.

Teacher Assessed Grades (TAGs and Q-TAGs) and Evidence

For vocational qualifications, and any courses where there is no practical element that is directly linked to a job role, the college will submit a grade to the awarding body based on the judgement of teachers, using evidence from what your young person has achieved in assessed work set during the year. This is known as a 'Teacher Assessed Grade' (TAG).

For some BTEC qualifications where some exams may have been missed, teachers will also make a judgement on the grade, based on what has been taught and what students have achieved in their written assignments throughout the year. This is called a Qualification-level 'Teacher Assessed Grade' (Q-TAG).

Both these processes will ensure young people are not disadvantaged by the disruptions of the pandemic and enable qualification results to reflect their hard work and studies this year. All grades will go through an extensive moderation process in line with the Quality Assurance expectations detailed below.

Your young person should continue to study and work on their assignments and any assessments that are set by their teachers. Students will be told the details of the work they will need to complete by their teacher. It will be no easier or harder for your child to achieve a particular grade this year compared to previous years.

Adapted and 'Licence to Practice' assessment

Some very practical courses require students to complete all of the assessments as they would in a 'normal' year. For some lower level courses that do not lead directly to employment, some of the assessments have been adapted to make them shorter. However, for those courses that would directly lead to being a qualified practitioner i.e. Electrician, Hairdresser etc., your young person will need to complete most exams and assessments as the qualification requires. Our teachers will work intensively to ensure students on these 'License of Practice' courses catch up with any practical skills they may have missed. This means for some students we will extend the end of the academic year to give them extra time to complete. Students will be told the individual requirements for their course by their teachers. We did prioritise practical assessment where we could in the Autumn term before lockdown, so we are confident that our students will have all the skills they need to achieve.

Access arrangements for exams and other assessment

All students with access arrangements and/or needing reasonable adjustment will carry out the assessments in line with their needs and our SEND team will liaise with teachers.

Quality assurance

Our internal quality assurance arrangements will include consideration of the profile of results in previous years as a guide to check that our judgements are not unduly harsh or lenient. We will also

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make sure that at every opportunity, we ensure that a student's final grade for a subject is fair and appropriate.

Awarding bodies will check that our internal quality assurance procedures are robust, and will process the grades submitted by us only after completing, and being satisfied with, any external checks. They require us to submit a declaration signed by the Group Principal, confirming that the requirements for internal quality assurance have been met and that the College considers the grades to be accurate. Finally, we must confirm that we have taken note of any guidance issued by them about how to minimise bias and discrimination and we are confident that we have a robust system in place to address this.

Final Submission of Teacher Assessed Grades only

The deadline colleges have been given to submit final assessed grades to examination boards is 18 June. We are not permitted to share these grades with students or parents/carers in advance of the results days.

Results days for those subjects with a TAG or Q-TAG

Results day for students on qualifications that have a TAG or Q-TAG will be on 10th August for Level 3 and on 12th August for Level 2. We will confirm further details concerning the arrangements for this nearer the time. Staff will be available in College on results day to help students with their next steps, including progressing internally and for University places and Clearing.

For students on courses with adapted or full assessments, the results will be dependant on when they complete their studies. Their teacher will advise.

Appeals and results

Students will have the option to appeal the Teacher Assessed Grades. An appeal can be made to the College where the student believes an administrative or procedural error has been made. If we do identify an error in the grade submitted to the examination board, we can submit a revised grade and a rationale for the board to consider. If the examination board is satisfied with the rationale, it will issue a revised grade.

If an error has not been made, your child can ask the college to appeal the grade awarded with the awarding body where they believe it does not fairly take into account available evidence. The college will submit their appeal to the awarding body and provide the evidence on which its judgement had been made. The awarding body will consider whether, in its view, the grade reflects an appropriate exercise of academic judgement. If they judge that it does not, it will determine the grade that the evidence would support and check that the college had followed its own process. An awarding body will only revise a student's grade at appeal where it finds the evidence on which the grade was determined cannot reasonably support that grade, rather than as a result of marginal differences of opinion. It is important to note that your young person's grade could go up or down following an appeal.

We understand that this has been a disrupted year for our students. Our processes for calculating grades this summer will take this into account and are designed to provide fairness and rigour. We will also work with all young people who need to complete assessments in practical subjects to ensure they are able to catch up and achieve. I hope this letter has given you an understanding of how this will work and reassures you that we are doing all we can to ensure they are successful.

Please do not hesitate to contact us if you have any questions.

Yours sincerely

Janet Smith – Principal Havering GFE and 6th Form campuses
Alison Arnaud - Principal Tower Hamlets and Hackney campuses
Narzny Khan - Principal Redbridge and Epping Forest campuses