

Date: 23 April 2021

Dear Student,

We recognise the impact that COVID has had on your learning this year, and you may feel that you have not made the same progress as you would have done in any other year. Try to remember that this is same for students everywhere and it is our intention to support you to achieve your full potential.

We have been assessing your progress throughout your studies, and this year all those achievements will count towards your final grade just as in any other year. However, where you have missed opportunities to take exams or develop practical skills we will ensure you are not disadvantaged by this.

If you are studying on a vocational classroom-based course such as a BTEC, your teachers will be reviewing your achievement to recommend a Teacher Assessed Grade (TAG), based on the work you have completed and the units you have already achieved. For those of you who were on a BTEC course that had an examination as well as assignment assessments, this grade is called a Qualification level Teacher Assessed Grade (Q-TAG). It will be judged on work you have actually completed and achieved and not penalise you if you were unable to take the exam due to the pandemic.

If you are studying on a very practical course, such as Electrical, Catering or Hairdressing, you will not have a TAG for the whole of your course but you may have some assessments adapted as long as they do not link to the 'Licence to practice' elements in your chosen area. However, for the core skills in your area, you will have to complete all the assessments required for the qualification. Your teacher will advise you of what assessments you will need to complete. We did prioritise completing practical elements during the Autumn term where we could, but some of you may need to continue to study for additional weeks at the end of term to ensure we can cover all you need to be successful in these qualifications.

You will get feedback on your exams and other assessments and the marks that you have achieved, but we will not be able to tell you your final grade as this is confidential until it is agreed and amended by the awarding body. For TAG and Q-TAG assessed qualifications, grades will be released on the 10<sup>th</sup> of August for Level 3 and 12<sup>th</sup> August for Level 2. For other qualifications the results will depend on when you complete your assessments.

All teacher assessed grades go through a process of moderation. This means that no one teacher decides on your scores or grade and that teachers and managers work together to mark work, measure progress and decide on grades for the whole year group. This year, the awarding bodies will also sample student work to look for mistakes, unfairness or bias and they will make the final decision on grading for all students. This means your final grade will have been looked at by a range of experts to ensure you get the recognition your work deserves.

We hope this gives you assurance that your grade will be a fair reflection of your skills and that you still have time to make progress and achieve. Please continue to work with your teachers towards this and let them know what support you need to be successful.

Wishing you every success

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

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