

Date: 23 April 2021

Dear Parents and Carers

**Arrangements for assessment this summer for Vocational and GCSE 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 Princes Trust units or 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.

**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 14-16 managers 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 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.

Registered Address:

Poplar High St, London E14 0AF

### **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 12<sup>th</sup> 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.

For students on courses with adapted or full assessments, the results will be dependent 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 6<sup>th</sup> Form campuses (with responsibility for 14-16 and GCSE studies at Attlee)