

Ref: Comm/Rec/Ltrs/Gen/Leadership/TMJ/Assessment & Grading Y13

5 May 2021

Dear Parent /Carer

**RE: ASSESSMENT AND GRADING – YEAR 13**

I am writing to update you on our plans for assessment and grading of our Year 13 students. Over the next few weeks your child’s subject teacher will be deciding the final grade to award them for the subject. All final grades will be based on evidence. The table below outlines the key assessments that will be used as evidence to justify your child’s grade.

<b>Subject</b>	<b>Evidence that will be used to decide your child’s Teacher Assessed Grades</b>
Accounting	March Internal Exam, May Internal Exam
Art	NEA Portfolio
Biology	Year 12 assessment completed at home, March Internal Exams, May Internal Exam, Performance on Milestone Assessments
BTEC Business	Unit 14 Investigating Customer Service and Unit 3 Personal and Business Finance May Internal Exam
BTEC Health and Social Care	Unit 1 Exam, Unit 2 Exam, Unit 5 coursework, Unit 12 coursework
BTEC ICT	Unit 1 Official Exam Result/May Internal Exam, Unit 2 Official Result, Unit 3 Controlled Assessment, Unit 6 Classwork
BTEC Sport	Official January Exam, March Internal Exam, Completed Assignments
Business	March Internal Exam, May Internal Exam
Chemistry	September in class Exam, March Internal Exam, May Internal Exam
Computer Science	In class Paper 1 mock exam, March Internal Exam, May Internal Exam
Design and Technology	NEA coursework, March Mock, May internal Exam
Drama	NEA Performance, NEA Research Report, NEA Portfolio, March Internal Exam, May Internal Exam
Economics	March Internal Exam, May Internal Exam
English Language	March Internal Exam, May Internal Exam, NEA
English Literature	March Internal Exam, May Internal Exam, NEA
Food Science and Nutrition	Unit 1 Coursework, Unit 1 Exam, Unit 4 coursework, Unit 2 Exam/Risk Assessments
Geography	September in-class Internal Exam, March Internal Exam, May Internal Exam, Draft of NEA
History	March Internal Exam - Paper 1, May Internal Exam - Paper 1 and Paper 2, NEA First draft
Law	March Internal Exam, May Internal Exam
Maths	March internal exam, May internal Exam
Physics	March Internal Exam, May Internal Exam
Psychology	A 24 mark exam section done in lesson on biopsychology in year 13 (Autumn term), A 24 mark exam section done in lesson on addiction in year 13 (Autumn term), March Internal Exam – Paper 1, May Internal Exam – Paper 2
Sociology	March Internal Exam, May Internal Exam, September 2020 in-class essay, December 2020 in-class essay

If any students are unclear about the meaning of something in the table, they should ask for clarification from their teacher in the relevant subject.

Teachers will use the evidence listed above and will consider:

- the content covered by the assessment being used as evidence – is it only testing a small part of the exam course?
- the authenticity of the evidence – how confident is the teacher that the evidence is the student’s own work?
- the level of control that the assessment was completed in – was it taken in timed conditions? Was there an opportunity for redrafting? Was it supervised?
- the level of support that was given to students in preparing for the assessment.

Once they have considered each of the questions, teachers will reach a judgement about how much weight to give to the evidence in deciding each student’s final grade.

We are aware that a few students have experienced exceptional circumstances, such as those arising from serious ill-health, and that in their cases we might need to adapt the evidence used. If you believe that your child is in this category and that a piece of evidence should not be taken into consideration, please inform me by email ([t.johnson@fairfax.fmat.co.uk](mailto:t.johnson@fairfax.fmat.co.uk)), explaining why we should disregard it. I must stress that mitigating circumstances must be very significant in order for us to make adjustments, because we will need to justify our decisions to the exam boards. For example, challenges based on ill-health must be accompanied by evidence from a medical professional. Please can you make me aware of any objections to the evidence we intend to use for your child by Friday, 21 May.

I must also make you aware of Ofqual’s latest guidance which indicates that the school has a responsibility ‘to avoid teachers being put under pressure from students, parents or carers to submit grades that are higher than the evidence supports.’ We are required to keep a record of any attempt to do so and it could be deemed malpractice by the awarding body, with possible sanctions from the exam boards as a consequence. I know you and your children will show respect to our staff by allowing them to carry out their professional responsibilities to assess fairly without interference.

Thank you once again for your continued support. Whilst this is an anxious time for our students, we have been proud of how they have continued to demonstrate an excellent attitude to their work and clearly want to do themselves proud by putting a great deal of effort into preparing for their final assessments.

Your sincerely

**MR T JOHNSON**  
**Deputy Head**