

Determining GCSE A-Level and Vocational Grades Summer 2021

Teachers will use a range of evidence to make a judgement of the grade a student is performing at. Students will only be assessed on what they have been taught, ensuring sufficient coverage of the curriculum to enable progression. When determining the grade, teachers will reflect the standard at which the student is performing now and not their potential.

Teachers will use the time remaining in the school year to balance continued teaching with assessments. The head of centre has to declare that a student has completed a sufficient proportion of the course to allow them to progress before grades can be submitted to the exam board.

In order to ensure time to complete teaching and gather centre assessment grades. The final day of school for **Year 13 will be Thursday 27th May** and for **Year 11 will be Friday 28th May**.

The deadline for the school to submit grades to examination boards is **Friday 18th June**. The time between the 28th May and the 18th June will allow the school to use the evidence outlined below to determine the grade and carry out its quality assurance.

Evidence for grades:

Teachers will use evidence from across the duration of the student's course to determine grades. No one piece of evidence will determine the overall grade.

Balcarras will use the following range of evidence:

- **Centre Assessments:**
 - Students will produce work in response to assessment materials provided by the exam board, including groups of questions, past papers or similar materials such as practice or sample papers.
 - This work will be produced between April 26th and May 27th in lessons. Materials from the exam board will not be available until the end of March and so centre assessments cannot take place any earlier.
 - Students will be informed well in advance of the nature of the work they will be asked to produce and given sufficient time to revise.
 - The number of pieces of work will vary between subjects based on their nature. Courses with more NEA content will have fewer centre assessments.
 - Assessment tasks will be no longer than 45 minutes.
 - As centre assessments will be the most recent evidence it will in general be considered to be more representative. However, the context of each subject and pupil will be taken into account.
 - Marking of centre assessments will be standardised by ensuring a sample of each class' work is moderated by another qualified member of staff.
 - Pupils entitled to specific examination access requirements will be provided with these during the completion of each assessment.
 - Centre assessments will be retained by each student's teacher in case they are required as evidence during the standardisation process.
 - The school will seek to arrange an alternative time if for any reason a student misses a scheduled assessment.

- **Non-exam assessment (NEA) work** (often referred to as coursework), even if this has not been fully completed. (NEAs will be retained by each student's teacher in case they are required as evidence during the standardisation process).
- **Mock examinations** (excluding the Y13 Jan 2021 mock assessments) taken over the course of study.
- **Records of a student's capability and performance** over the course of study in performance-based subjects such as music, drama and PE.
- **Records of each student's progress and performance over the course of study.** These will have taken into account internal class tests along with substantial pieces of homework and classwork.

In Art and Design a student's grade will be based on the portfolio only including cases where the portfolio is incomplete.

Students and parents will be provided with a breakdown of the evidence being used to determine the overall grade once this is available.

This will include:

- The grades awarded on each centre assessment.
- The grades awarded for any NEA.
- The grades awarded in mock examinations.
- The grades awarded for practical performances
- Progress grades awarded over the duration of the course.

Balcarras will not be able to inform students or parents of the overall grade awarded in each subject before results day.

The A Level results day is now the 10th August.

The GCSE results day is now the 12th August.

Quality Assurance

Examination boards will provide the school with their requirements for its quality assurance processes. The school will follow these.

The quality assurance process will include:

- The standardisation of centre assessments by internal moderation.
- A comparison of the grades awarded with those obtained by previous cohorts in years when exams have taken place.
- A check by senior members of staff that the grades awarded are in line with the evidence available.
- A declaration from the head of centre that will include at least the following points.
 - the centre considers the grades to be accurate.
 - any information given by the centre about the evidence relied on is accurate and takes into account evidence from other centres a student has attended.
 - the centre has completed QA as specified by the exam board and their own internal procedures.
 - students entered were those who were already studying the course and had intended to enter for the qualification.
 - students have completed sufficient content to enable them to progress to the next stage of their education.

- the centre is satisfied that work completed by each student is their own.
- where students required access arrangements or reasonable adjustments these were provided, with appropriate input from the SENCo and/or other specialists.
- the centre has taken note of any guidance issued by the exam boards about how to minimise bias and discrimination and is confident that their judgements are fair.
- the evidence and all relevant records are available for inspection

Appeals

Students will have the right to appeal their grade if they wish. The appeals process is as follows:

1. A student who is unhappy with a grade should contact the exams office at the school by email. The email should include the grade they wish to appeal and the reason for the appeal.
exams@balcarras.gloucs.sch.uk
2. The school will check that no administrative or procedural error has taken place.
3. If the school identifies an error, it will submit a revised grade to the exam board along with its rationale for the change. This will be considered by the exam board and if they agree with the change a new grade will be issued.
4. If the school does not feel an error has been made the school will contact the student and inform them of this.
5. If the student wishes they can now, ask the school to appeal to the exam board on their behalf. The school will submit the students appeal along with the evidence on which they made their judgement to the exam board. The exam board will then consider if a change to the grade is supported based on the evidence submitted and inform the student and the school of its findings.
6. Grades can go up or down as a result of an appeal.