

19<sup>th</sup> May 2021

Dear Parents/Carers,

### **Centre Assessed Grades Information – Year 13 Students**

I hope that this letter finds you and your family well. I am writing with an update on Centre Assessed Grades for Year 13 students this summer. Our Centre Policy outlines the process that we will follow to ensure that teacher assessed grades are determined fairly, consistently, objectively, free from bias and effectively across subjects in our school. This policy has been submitted to the JCQ and Exam Boards and has been subject to external scrutiny. The policy is on our website at <https://www.airedaleacademy.com/summer-2021-cags/> and I would urge you to read it and direct any questions that you might have to [centreassessedgrades@airedaleacademy.com](mailto:centreassessedgrades@airedaleacademy.com)

In their subject lessons, all students have been made aware of exactly how their grades will be reached. In each of their subjects, teachers have made it very clear which pieces of work will be used and when they will be completed, and teachers have also made students aware of any evidence completed prior to 26th March that will be used as well. In addition to this, we have also published these details by individual subject, on our website. I would encourage you to discuss these documents found at <https://www.airedaleacademy.com/summer-2021-cags/> with your son / daughter so that you are fully aware of how we will determine grades and what evidence we will use.

As part of the process for determining grades this year, all student evidence used to determine teacher assessed grades will be kept and made available for the purposes of external quality assurance and appeals. The evidence that we use will include:

- Grades achieved in units completed in year 12 and banked by the exam board (BTEC)
- Completed and partial year 13 units that have been internally marked and moderated (often referred to as coursework), including those that have been externally moderated by BTEC
- Completed external assessments that have been marked by the exam board (Examinations)
- Classwork or homework assignments or assessments (including work that took place during remote learning).
- Mock examinations taken over the course of study (based on past papers, or centre devised tests)
- Informal assessments
- Records of a student's capability and performance over the course of study in performance including video recordings and log books

Where students are entitled to agreed access arrangements or reasonable adjustments (for example a reader or scribe) we will make every effort to ensure that these arrangements are in place when assessments are being taken. Where an assessment has taken place without an agreed reasonable adjustment or access arrangement, we will remove that assessment from the basket of evidence and alternative evidence will be used, or the teacher will take this into account when giving a mark for the piece of work. Where Covid-19 related illness or other Covid-19 related personal circumstances might have affected performance in assessments used in determining a student's standard of performance, we will take account of this when making judgements. We will record, as part of our internal records, how we have incorporated any necessary variations to take account of the impact of illness or personal circumstances on the performance of individual students in assessments.

**Ambition • Bravery • Respect**

In line with JCQ guidance, teachers are not allowed to share final grades with students during this process. All staff involved have been made aware of the need to maintain the confidentiality of teacher assessed grades. All teaching staff have been briefed on the requirement to share details of the range of evidence on which students' grades will be based, while ensuring that details of the final grades remain confidential.

**Mitigating Circumstances**

I know that some parents and carers may have concerns about the time that your son / daughter has missed and been away from school. Whereas this isn't time lost due to lockdowns, this may be time lost due to a positive Covid-19 diagnosis or because they were forced to self-isolate. Whilst we are confident that our Faculty Teams are aware of this and how it may have impacted individual students, and will take it into account when determining which pieces of evidence to use, if you feel that your child may be disadvantaged, please email us on [centreassessedgrades@airedaleacademy.com](mailto:centreassessedgrades@airedaleacademy.com) to make us aware of your specific concerns. We will then be able to contact you, should we need to do so to discuss your concerns. Students may email us using this account as well.

**Result's Day Guidance**

Result's Day for Year 13 this year will be Tuesday 10<sup>th</sup> August 2021. I will write to you in due course with further details.

Please don't hesitate to contact Mrs Harrap, Key Stage 5 Lead, if you require any further information on any of these areas.

Yours faithfully,



L. Proctor  
Principal