

15 April 2021

Dear parent or carer,

RE: Further information on the awarding of GCSE grades

Following some initial uncertainty, the guidance for the awarding of GCSE grades for the Summer 2021 series has now been finalised. Detailed information for pupils, parents and carers can be found at <https://www.jcq.org.uk/wp-content/uploads/2021/03/JCQ-Guidance-for-Pupils-and-Parents-on-Summer-2021.pdf>

However, the key points of the awarding process are outlined below:

1. The Assessment Evidence

Your child's teachers will use a range of assessments to collect evidence towards their final grade. The assessment pieces have been carefully selected and mapped out by subject leaders to ensure that all assessment objectives for the qualification are included, and to ensure that they reflect the content, format and marking of the exam boards. To ensure that we have as much evidence as possible we will be doing assessments in lessons and the pupils will be given a schedule by the head of department to show when assessments will be taking place and this will be made available on the school website.

2. Grade Awarding

Once all the evidence has been collected and marked, a robust moderation process will take place to ensure the grades included in the evidence presented for each pupil are accurate. Once the evidence is collated, each pupil will have an 'evidence portfolio' which may be called upon by exam boards as part of their quality assurance process. Teachers will then look at the evidence portfolio to decide an overall grade.

Vocational subjects, such as BTECs, are continuing with the portfolio of coursework evidence that they would normally have to provide to the awarding body. If your child studies these subjects then he or she should continue to work hard to produce the best work they can, and the grade will be submitted by the school.

3. Receiving Grades

Detailed information on the format of results day will be issued later on in the school term. GCSE pupils will receive their results on Thursday 12 August 2021.

Any errors with grades received on results day (e.g. administrative errors), can be addressed through the appeals process. Full details of this process can be found in the previously mentioned JCQs Guidance for Pupils & Parents.

I appreciate that the past year has been challenging for all pupils, particularly Year 11, who have had to endure a great deal of uncertainty about their future. I would like to reassure you that our teaching staff are working extremely hard to make sure our pupils are well prepared for the assessment tasks and coursework they will need to complete during this half-term.



It is essential that your child attends school every day and continues to fully apply themselves in all lessons and during all assessments. It is important that pupils understand that their grades will depend on the quality of work that they produce, much like during a normal summer examination series.

I am confident that our pupils will put in the necessary work over the coming weeks, and this, alongside the commitment and experience of our dedicated staff will ensure they receive the grades they richly deserve.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'D. Chapman'.

David Chapman
Senior Assistant Principal