

7th May 2021

Dear Parents and Guardians

I am writing to ensure all parents have been provided with information about teacher assessed grades in terms of the evidence being used and the school's responsibility in relation to malpractice.

### Evidence being used

I have previously shared the Joint Council for Qualifications (JCQ) guidance for students and parents and guardians: GCSEs and AS/A Levels in England Summer 2021 ([click here](#)). On page 4 in the section keeping you in the know, it notes: *'Your teachers will tell you which pieces of work will be used as evidence to inform your overall grade. You will have the opportunity to raise any concerns about the evidence being used, for example, if the evidence was affected by personal circumstances, such as illness. Your teacher will make the final judgement about what evidence is to be included - this is not a negotiation. Your teachers will not be able to tell you the grade they have submitted to the exam board.'*

Please click [here](#) to read information detailing the sources of evidence that will be used in each subject to determine the overall grade for each student this summer. Should students have any questions about any pieces of evidence, please ask them to speak to the relevant subject teacher in the first instance. Should parents/guardians or students have evidence of significant mitigating circumstances linked to a piece of evidence, please email [office@ruisliphigh.org.uk](mailto:office@ruisliphigh.org.uk) for the attention of Ruth Hill, Deputy Headteacher, before Friday 21st May 2021. Special consideration does not apply this year as examinations have been cancelled, and therefore if there are significant mitigating circumstances for particular pieces of evidence, we may need to make adjustments to the choices of evidence used. All decisions will be documented and available to awarding bodies as part of the quality assurance processes.

For most subjects, sources of evidence include formal assessments due to take place next month. Students are revising content in lessons and there are revision resources on Google Classroom and on the school website ([click here](#)). There are a range of resources on the websites of awarding bodies including additional assessment materials produced for 2021. Assessments students sit next month may include questions or papers produced as additional assessment materials for 2021 by awarding bodies but will only include areas of the course that have been taught; some questions or tasks may be combined or removed as appropriate.

Teachers will be moderating all sources of evidence and I would like to remind parents/guardians that Monday 7th June 2021 will now be an INSET day to provide teachers with an additional day to moderate the sources of evidence and judge the portfolios of evidence for each student against the standards provided by the awarding bodies.

### Malpractice

The JCQ guidance for schools ([click here](#)) has detailed information about malpractice on page 45 and 46 noting that: *'some students may attempt to influence their teachers' judgements about their grades.'* It is clear that any alleged malpractice has to be investigated by the school and advice sought from the awarding bodies. Therefore to avoid any situation that could be considered as an individual trying to influence the process, students have been informed that they must not ask their teachers any questions in relation to the grading of work. It is important

that parents and guardians do not contact teachers about teacher assessed grades to avoid any situation that could be considered as possible malpractice. Teachers are aware that they should not respond to any correspondence and to refer anything that arises to members of the leadership team.

A number of students annually find different ways to thank staff especially at the end of a course. In line with guidance, it is recommended that this could be considered as trying to influence the grading process and therefore students are asked to refrain from this until after the grades have been submitted on Friday 18th June 2021.

Finally, I appreciate that every summer is challenging for students who are preparing for formal qualifications and that the process this year has brought its own unique set of challenges. Please remind your child that we are here to provide support, and encourage your child to speak to their teacher for any concerns for individual subjects and their Head of Year for any pastoral concerns. I would like to take this opportunity to assure parents and guardians that school staff involved in this process are working extremely hard to ensure full compliance with the JCQ and Ofqual guidelines. As you are aware, the determination of teacher assessed grades is unprecedented and different to last year's process in relation to centre assessed grades. There is a lot of information to digest; I trust the contents of this letter are clear and helpful, and I encourage parents and guardians to email [office@ruisliphigh.org.uk](mailto:office@ruisliphigh.org.uk) for the attention of Ruth Hill, Deputy Headteacher should they wish to raise any general queries or questions.

Yours sincerely



Gareth Davies  
Headteacher