



Thursday, April 22, 2021

Dear Parent/Carer

Following the release of the Joint Curriculum and Qualifications (JCQ) guidance for all schools and colleges, I wanted to provide you with an important update that explains our agreed approach to awarding grades this summer, developed in line with guidance from JCQ (Joint Council for Qualifications), exam boards, OFQUAL and the Department for Education.

### Centre policy

Our approach is outlined in our Centre Policy. Our policy provides comprehensive information about the systems, processes and procedures which outline our approach to assessment and the quality assurance of the determination of student grades based on the evidence provided. A copy of our Centre Policy can be found on our school website under 'Letters for Parents' – here is the link: [https://www.medenschool.co.uk/data/letters/files/Summer-2021-JCQ-Guidance-Centre-policy\\_-\\_N.pdf](https://www.medenschool.co.uk/data/letters/files/Summer-2021-JCQ-Guidance-Centre-policy_-_N.pdf)

### Assessment

Our Centre Policy provides clear guidance for parents, carers and students on the types of evidence that will be used by teachers when determining grades. These will only be based on what students have been taught and teachers will be required to use a broad range of evidence from across the course of study to help inform their decisions, combined with their professional judgement. It is important to note that teachers do not need to assess students on every aspect of each subject, but will need to assess students on a range of evidence from the aspects of the course that have been taught.

Our policy states that teachers will inform students of the pieces of work they will use as evidence to inform their final overall grade in the subjects they study; the students will be completing this work, in school, over the next few weeks. Students 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. However, it is critical to note that teachers will make the final judgment about what evidence is to be included and they will be required to document any changes to an individual student's evidence base via our subject Assessment Evidence Documents (AEDs) as outlined in our Centre Policy. It is also important to highlight that the guidance is very clear in that the determination of a student's evidence base **cannot be negotiated** by either the student or their parent or carer. Any attempts to do so could be deemed as malpractice and could result in disqualification.

### Determining grades

Again, our Centre Policy is clear on how teachers determine students' grades following the collation and completion of assessment. Teachers will continue to pay regard to the guidance and support material from exam boards such as grade descriptors and mark schemes to ensure that grades are aligned to the standard that the evidence base suggests and it will be no easier or harder for students to achieve a grade based on their performance this year, compared to any other year. Grades will be submitted to exam boards by the **18<sup>th</sup> June 2021**.

### **Reasonable adjustments, access arrangements and special consideration**

It is important to note that special consideration requests will not take place in the usual way this year due to the cancellation of exams. Our policy contains information on how we will meet the entitlement of students, especially in relation to access arrangements. Parents and carers of those students who have special educational needs, who are disabled or who have special consideration, have already been contacted by letter. If you have not received a letter and feel that your child needs access arrangements or special consideration in their assessments, please contact Mrs Taplin in the first instance.

### **Results Days**

Students will be able to collect their results from Meden School on the following days;

Tuesday 10<sup>th</sup> August 2021 – A level Results day  
Thursday 12<sup>th</sup> August 2021 – GCSE and CNAT/BTEC results day

### **Appeals**

Whilst we are confident that the grades awarded will be wholly reflective of the performance of students in each of the qualifications studied, it is important that parents and carers are made aware of the appeals process which exists to provide an additional safety net to address genuine errors that have been made as part of the process. If you feel that a genuine error has been made, either via human error or because the process outlined in the Centre Policy has not been followed correctly, you can make a Stage 1 'centre review appeal' where Meden School will review a student's claim. If the student wishes to continue with their appeal, they can move to Stage 2 which involves Meden School submitting an appeal to the exam board on behalf of the student.

Additional information on appeals can be found in the JCQ document *Guidance for students, parents and guardians: GCSEs and AS/A Levels in England Summer 2021* which can be found here: [JCQ-Guidance-for-Students-and-Parents-on-Summer-2021.pdf](#)

May I take this opportunity to thank you once again for your unrelenting support through what is undoubtedly a challenging time for our students and indeed our staff. However, we remain determined to ensure that every student achieves success this summer and we will continue to work tirelessly to establish an evidence base that truly reflects the performance of our students and, more importantly, enables them to progress onto the next phase of their education or employment.

Yours Faithfully,



Mr Jim Smith  
Head of School