

25 March 2021



Ralph Allen School

Respect • Teamwork • Personal Best

Dear Parent/Carer,

The school has continued to work on a robust system to enable student assessment and evidence to be collected so we can achieve a fair view of our student's performance this year. Our key principles through this process are:

- judgements will be made using a broad range of evidence
- Ralph Allen aims to provide the best opportunities for students to succeed at school
- the process should be open and transparent
- students should know where they are during this process

Student's work in year 12 and 13 can already be used to support the judgement but additionally we are giving further opportunity to assess students. Teachers will support and discuss this process with their students. Although the process will be open, teachers are not allowed to indicate the final grade that they submit. Below is a timeline of what will take place in school.

Timeline

Monday 22 March – Thursday 1 April

- Teachers are preparing students in lessons for their Spring Assessments. Teachers will be informing students of the subject material that will be assessed. (The subject content in each curriculum area has been reviewed and, where appropriate, reduced to support students).
- Current performance grades will be sent via Insight next week. These grades are an indication of current performance. These grades may increase, stay the same or reduce depending on the final grades achieved in further assessments.

The grades on Insight will provide our year 13 students with an indication of where they are seen to be now. This may be a split grade e.g. B/C (teachers are unlikely to award below a C in this example, further evidence may enable them to award a B or higher). Their final grade, when reported to the exam board in June, will be a single grade.

Monday 19 April – Tuesday 27 April

- Formal Spring Assessments in school. Year 13 Students will be on study leave during this time to support preparation and to reflect on arrangements that have been previously used during an assessment period of this type. They can study onsite if they wish to. We have listened to year 13 students' feedback on the style of assessment that they felt enabled them to succeed when putting together a programme of more formal assessments.

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- A spring timetable will be given to students before the Easter holidays.

Wednesday 28 April– Wednesday 26 May

Students will continue to work on further assessments in class and will attend all lessons.

Wednesday 26 May (Last day of school for Year 13)

This will be the last day in school for all year 13 students. The school will organise a final assembly to celebrate their time in Ralph Allen Sixth Form.

Monday 7 June – Friday 18 June

All work will be marked and moderated. Teachers within their departments will assign final grades using a range of evidence. Students will not be notified of these final grades. These will be sent to the examination boards following exam board guidance.

Tuesday 10 August

A Level Results Day – Tuesday 10 August

Appeals

If a student is unhappy with their grade, and feels a review of the grade is necessary, they can:

- ask if a clerical error has been made – a clerical check is usually the first step
- discuss any concerns about their grades with the school
- if no error has been made, a student can ask the school to appeal to the examination board on the student's behalf. This will involve the school providing evidence to the examining board on how the grade was determined so the process can be reviewed
- if they are still unsuccessful with the appeal, an Autumn series of examinations will be available.

Here is a Reminder of key points from our previous correspondence:

Assessments used

We are guided by offering the best opportunities for our students to succeed. To do this we will be using a broad range of evidence to support the grade. This includes:

- student work produced 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
- non-exam assessment (NEA) work (often referred to as coursework), even if this has not been fully completed

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Student work produced in centre-devised tasks that reflect the specification, that follow the same format as exam board materials and have been marked in a way that reflects exam board mark schemes - this can include:

- substantial class or homework (including those that took place during remote learning)
- internal tests taken by pupils
- mock exams 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.

As above, no one piece of evidence or examination will indicate the final grade for a student.

Each grade will be the result of a number of pieces of evidence in each area.

Moderation

Each department will moderate the work in their subject and teachers will mark samples of each other's work. All decisions will be made with another member of staff and verified by the Head of subject. Spring Assessments will be blind marked and moderated wherever possible.

Final support

Examinations access support will be given to all eligible students for assessments that will be used as evidence for their final grade.

Students will be given a current grade on recent work. This is not their final grade. The final grade will be calculated using their previous assessments and assessment that will take place in terms 4 and 5.

It has been a difficult year and we are keen to celebrate the students' time in school but feel we cannot commit to a prom at this moment in time. We are looking into a possible summer celebration in term 6 and will be speaking to the year 13's to see what they would like in order to celebrate their time at Ralph Allen.

With kind regards

Andy Greenhough

Headteacher

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