



23rd April 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, 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:

<https://www.garibaldischool.co.uk/data/uploads/web/files/Summer-2021-JCQ-Guidance-Centre-policy - The Garibaldi School .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, as per the communications before Easter. This information will be available on the Half Term 5 Overview sections on the Year 11 and Sixth Form pages of the school website from Monday 26th April.

Information relating to subjects being studied by Year 11s can be found here:

<https://www.garibaldischool.co.uk/page.php?d=year11&p=y11-revision-guidance>

Information relating to subjects being studied by Year 13s can be found here:

<https://www.garibaldischool.co.uk/page.php?d=sixth&p=y13-revision-guidance>

Students will have the opportunity to raise any questions or concerns, via a form on the pages referenced above, about the evidence being used, for example, if the evidence was affected by personal circumstances, such as illness. It is important to note that teachers will make the final judgment about what evidence is to be included and 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.

Please be aware that for some subjects there have been minor amendments to the planned evidence gathering timetable in light of updated information from the JCQ and awarding organisations. The Half Term 5 Overviews on the website have been amended accordingly; please do take the opportunity to review these.

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 18th June 2021.

Reasonable adjustments, access arrangements and special consideration

Our policy contains detailed information on how we will meet the entitlement of students, especially in relation to access arrangements. Parents and carers of those students who are eligible for access arrangements have already been written to by our SENCO Mr Voice. This communication has set out how to gain further details about our processes around access arrangements for previous and future evidence gathering opportunities.

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. If students feel that they have been adversely affected by illness or personal circumstance, then they will be provided with an opportunity to discuss this with their teacher or a relevant member of staff over the coming half term or they should use the link to identify this, as referenced earlier in this letter.

Results Days

Students will be able to collect their results from the School Hall at Garibaldi on the following days:

- **Tuesday 10th August 2021 – A level Results day**
- **Thursday 12th August 2021 – GCSE and VTQ 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 that 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, students can make a Stage 1 'centre review appeal' where we will review a student's claim. If the student wishes to continue with their appeal, they can move to Stage 2 which involves The Garibaldi 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](#)

I do hope that you have found this update useful and if you would like to discuss any aspect of our Centre Policy or would like to ask a question about our processes or procedures please contact exams@garibaldischool.co.uk marking the subject line as 'SUMMER EXAMS 2021' at your earliest convenience.

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

A handwritten signature in black ink, appearing to read 'J Aldred', written over a horizontal line.

Mr J Aldred
Head of School