

April 28, 2021

Dear Parent / Carer,

It has been fantastic to see how well the Year 13s have worked over the past few weeks, in advance of the upcoming May Assessments. While the May Assessments will undoubtedly be an anxious period for some students, many of our students welcome the opportunity to show the academic progress that they have made over the past two years. It has certainly kept them motivated and we have been impressed by the way they have continued to focus and engage in revision. We wish them all the very best of luck in demonstrating their ability and application. Ahead of those assessments, I am writing to update you on our **procedures for this year's Teacher Assessed Grades** and the timeline for the remaining weeks.

This Friday, April 30, is the **deadline for centres to submit to the Joint Council for Qualifications (JCQ)** a Centre Policy for the determining of Teacher Assessed Grades for GCSE and A Levels. Our Policy has now been shared with staff and governors and is available to view on our website via the following link:

[https://www.victoriacollege.je/\\_site/data/files/secondary/8B4CEAD864434E7D09953ACE3D929C2B.pdf](https://www.victoriacollege.je/_site/data/files/secondary/8B4CEAD864434E7D09953ACE3D929C2B.pdf)

JCQ have also produced an excellent **guide for students and parents**, which summarises the TAG process, outlines key dates and includes an explanation of the two stages and timescale for the appeals process. There is also a link within this document to the full JCQ guidelines for teachers.

<https://www.jcq.org.uk/wp-content/uploads/2021/03/JCQ-Guidance-for-Students-and-Parents-on-Summer-2021.pdf>

Your son/daughter's **final timetabled lessons will take place this Friday (April 30)**, after which they will be on **Study Leave for the duration of the May Assessments (4-21 May)**. Your son/daughter may choose to study in school or at home during this time; we ask that if they choose to attend College, they come in normal school uniform and sign in at Reception if they are not in an assessment session (where they will be registered). They can work in the LRC or Sixth Form Centre.

In order to maintain impartiality and avoid inconsistent support, **teacher-led revision sessions will cease from 30 April**, both in person and remotely. However, staff can be contacted via Teams / email with any questions, and they are able to offer feedback on any work submitted by students during this time.

**The May Assessment Timetable is attached.** There have been no amendments since it was previously sent. May I take this opportunity to remind you that, while these assessments are important, they are one part of the process of grading. No specific weighting needs to be applied to each piece of evidence and additional assessments at this stage are designed to validate or improve on our existing evidence for each student. **The results for these assessments will be sent by email in the week beginning 7 June.** Please be aware that results will be the overall subject assessment raw scores / percentages only – we are not able to provide grades for these.

We are required to share the range of evidence that will be used by each subject to determine grades. In order to ensure that all students are aware of the evidence, and to allow us to authenticate the work as the students' own, **we will be asking each student to sign a "Student Declaration" for each subject that they take.** An exemplar is attached for your information. Please do contact us if you feel that there are any circumstances that we are unaware of that may have

affected your son/daughter's evidence, such as any challenging home circumstances, illness or bereavements.

As part of our commitment to ensuring that we are formulating the **grades that accurately reflect your son's performance**, all teaching staff at Victoria College attended a training session on Monday April 26 and will confirm that they have read and understood the JCQ guidelines on the determination of grades and our Centre policy. We have also organised training on "unconscious bias", as well as offering additional support for any less experienced teachers. We have our own internal Quality Assurance process outlined within our Centre Policy and are confident that we will have all our evidence and paperwork in place ready for any requests for samples from OfQual or individual exam boards.

**We plan to release results to students from 0900 on Tuesday 10 August.** Staff will be available to support students and offer guidance on university admissions. Any appeals documentation will also be available. Please be aware that some exam boards are not releasing grades to centres until the morning of August 10, so we may have to amend this schedule if there is any delay to our receipt of results. We will inform you of this via email and our social media channels.

Finally, I would like to confirm that **book returns will be available in Eden (Bruce House Room) throughout the week 17-21 May**, for students to return all their textbooks. Transition events have been organised from 14- 18<sup>th</sup> June and Mr Falle (Head of Sixth Form) has written separately about the arrangements for these.

I will, of course, write to you again if we receive any further relevant information. In the meantime, please do not hesitate to contact me if you have any question or concerns.

With warm regards,

*Karen Palfreyman*

Assistant Head: Academic

**KEY DATES:**

<b>FRIDAY APRIL 30</b>	Last teaching day for Year 11 and Y13: Study Leave Begins.
<b>MONDAY MAY 3</b>	MAY BANK HOLIDAY: College closed to all students.
<b>TUESDAY MAY 4 – FRIDAY MAY 21</b>	May Assessment Period: timetable attached.
<b>MONDAY MAY 24</b>	Administration day.
<b>MAY 28 - JUNE 3</b>	HALF TERM: College closed to all students.
<b>WEEK BEGINNING JUNE 7</b>	May Assessment results sent home.
<b>MONDAY 14 - FRIDAY 18 JUNE</b>	Sixth Form Transition Days.
<b>TUESDAY AUGUST 10</b>	Results Day: 9am onwards

Attachments: Student declaration, Assessment Timetable