

25th February 2021

Dear Year 13 student,

As you will now be aware, we are reopening the school to students on 8th March. The plan is for the Sixth Form to be the first cohort of students (along with Year 11) to return. You will receive separate communication from the school about the Rapid Flow Covid testing which will take place next week prior to your return. We will also communicate the start time for Monday 8th March. From 8th March, we will revert back to the timetable before lock down.

I know that the big question in all your minds has been about the rescheduling of the 'mock' exams. As there are no full sets of national examinations this June, any assessments we put in place will not be mocks. Rather they will be Evidence Gathering Assessments which take place in exam conditions in the hall which will form part of the overall grade the school will award you. We have scheduled these to start on Monday 22nd March. They will run over eight school days. You may think that to do assessments in March is too soon. However, it is important to remember that all year 13 students nationally are in the same position as you with their schools and colleges having to make the same tough choices. At HWS we have made the decision to hold these Evidence Gathering Assessments (EGAs) before Easter for the following reasons:

- these will still be only one part of the overall data we use to allocate a grade
- if we have data in early enough, we can assess where everybody is at currently and still have time to intervene with those of you who need more support
- there will be further assessments in exam conditions in class after Easter which will also form part of the overall data that we use to allocate a grade
- you will still have a full term after Easter to study, learn and make further progress which we will assess as part of your overall grade
- earlier assessments allow time for more practical subjects to complete work with students (such as art, drama, media studies, photography).

I will be asking all teachers to give you clarity about the assessments you will sit at the end of March and to do further revision in lessons in preparation for these.

We hope to be in a position to confirm the full arrangements for the school awarding grades next week. We are still waiting for full confirmation though yesterday the DfE have announced: "Teachers will be able to draw on a range of evidence when determining grades, including the optional use of questions provided by exam boards, as well as mock exams, coursework, or other work completed as part of a pupil's course, such as essays or in-class tests." Mr Cozier and I will be hosting a webinar for students and parents on Wednesday 3rd March at 7pm to discuss the school's procedure for awarding grades. The link will be sent to you next week.

I am really looking forward to seeing you all back in school on Monday 8th March.

Yours faithfully,



Ms Pinnick

Director of Sixth Form

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Questions

I have received a few questions from students which I have answered in Q and A form below:

Question:	Answer:
1 What will be in these assessments?	These Evidence Gathering Assessments will cover content and skills from Year 12 and the Autumn Term of Year 13.
2 What if I do really badly in these assessments?	You will have opportunities for further assessments after the Easter holiday to show progress (as explained above). If your teacher feels assessments do not show your knowledge and understanding adequately then this will be discussed in the final meeting in which grades are assigned and this view and the evidence will form a part of assigning grades. Remember – all your work can count!
3 Will my Access Arrangements be in place?	Yes, any student entitled to extra time, use of laptop, quieter area, rest breaks etc. will have these in place during these assessments. In fact, it is easier for us to facilitate these when using the exam hall than when you sit assessments in the classroom.
4 What if I am unwell and miss an exam?	There will be times for catch up assessments. However, depending on the period of absence, we may need a doctor's note to justify any special consideration.
5 Are these assessments worth a certain percentage of my grade?	No but subjects will assign weightings to different components/assessments of the course to determine the initial data set from which we assign grades. Any assessments in exam conditions are an important part of the overall data we use to allocate grades. We have never based predicted grades solely on one set of assessments and last year we did not base our Centre Assessed Grades on the Year 13 mocks alone. This is one of the reasons that, during this period of school closure, we have asked that you continue to attend all your lessons, submit homework and assessments as requested by your teachers.
6 When will school finish for Year 13?	We will continue teaching you until the end of May/beginning of June. This is the same as it would have been normally with study leave scheduled to start then.
7 Will there be extra sessions after school and at weekends / Easter holiday?	Yes, departments will be running some intervention sessions either during the school day or after school/at weekends/during the Easter holiday. We will circulate information on these shortly.
8 What celebration events are planned?	We hope this year to have a celebration event in late June. We are looking into whether any form of celebration evening is possible.
9 What is the date for results?	The government have announced a new date of Tuesday 10 th August. We are assuming that Clearing will take place from this date so please try to be in London on this date.

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5-minute showers



Drive less



Lights off



Local produce



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Meat-free meals



Zero-waste fashion



Unplug



Refill and reuse



Bring your own bag

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Year 13 Centre Assessed Grades Methodology

This information is changeable depending on government instructions.

Principles

Highgate Wood school want the process of determining centre assessed grades (CAGs or whatever the government calls them this year) to be as clear and transparent as possible. Students, parents and also teachers need to try to minimise stress at this uncertain time. Our mantra is – business as usual – imagine you are about to do your actual A Levels in late May / early June and prepare for this.

The school is not allowed to share data with students or parents prior to the awarding of grades by the exam board.

The school procedure is likely to be as follows:

1. Each department have decided on the evidence (such as assessment results) that they will use to form an overall mark as well as their weighting.
2. All the students studying each subject will be ranked from highest mark to lowest mark.
3. The Head of Department (HOD) will form an initial draft set of grades based on the following criteria:
 - a. Start with a view as to what outcomes have typically been obtained in the past in that subject.
 - b. Moderate 3a with regards to the prior attainment and effort shown by the cohort.
 - c. Further moderate by looking at the performance of the cohort in relation to grades obtained in the mocks according to the exam board grade boundaries.
4. Once the draft grades have been formulated this information is shared with the line manager and myself.
5. A meeting will take place (possibly online) with the Year 13 teachers for that subject, the line manager and myself to have a professional conversation about the draft grades.
6. This meeting will finalise the grades that the school will award. In the meeting teachers or SLT can suggest rearrangement of the ranking and / or reconsidering of the grade boundaries based on the following criteria:
 - a. A student has shown that they have made rapid progress recently and that the initial aggregate mark has disadvantaged them. This would likely show if the latest exam mark was significantly better than the other exam marks and / or rank order.
 - b. A range of indicators show that the student was performing at a significantly higher level than the data shows. For instance, classroom or homework tasks show a significantly higher level of attainment than the aggregate mark indicated.
 - c. There is some other reason, including special circumstances, which should lead to a higher grade / rank order being assigned. This will be strictly aligned with exam board rules on this matter and might have to be sanctioned by the exam board.
7. The grades will then be checked and approved by the Head of Centre (Mr Cozier) and submitted to the exam board for whatever moderation process is in place.

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