



KING EDWARD VI CAMP HILL SCHOOL FOR GIRLS

Department Assessment and Grading Protocol for GCSE, AS and A Level courses, Summer 2021

This protocol should be read in conjunction with the policy *KEVI Camp Hill School for Girls Policy for A/AS Levels and GCSE Examinations for Summer 2021*. This protocol takes into account the consultation feedback gathered from departments. As with all consultations there are compromises which have to be made.

General Information

- The information outlined below sets out the protocols for allocating grades in the absence of final examinations in the summer of 2021.
- This policy aims to support the school to provide grades that are robust and evidence based.
- No single piece of evidence will decide a student's final grade for any subject.
- The expectation is for the school to ensure grades are roughly in line with past performance (to guard against grade inflation) so we will consider historical performance by subject, baseline data for each cohort and the cohort's performance through Years 7 to 11/12.
- Access arrangements will be followed in line with JCQ requirements.
- Arrangements have been made for ex-students to be entered as Private Candidates.

Evidence to support the allocation of grades

The following sources of evidence will be used to support the allocation of grades (please see *Whole School Approach to Teacher Assessed Grades* grid for further detail and subject weightings depending on context):

- Outcomes of May Formal Assessments
- Outcomes of April Topic Tests
- Outcomes of December Formal Assessments
- NEA
- Other non-examined work
- Professional judgement of subject teachers

Should any evidence be missing for a student due to Covid reasons, all available evidence will be used. Any students who are self-isolating at the time of the planned assessments, will sit remote assessments at the same time. Any student who is absent through illness, will have the opportunity to sit a replacement paper on their return to school.

Safeguards and Moderation

The following safeguarding protocols will be in place to guard against unintentional bias:

- April topic tests and May Formal assessments to be blind marked wherever possible (anonymised identification using candidate numbers)
- Where possible, sections of papers or whole papers will be marked by one teacher
- Papers will be stored securely
- Departmental moderation meetings will be used to ensure standards of assessment are appropriate and accurate
- All data entries will be checked for entry errors
- To gain time for April assessment marking, please consider not setting marked work for other year groups during this period
- Marking and moderation time is built into the timeline for the formal May assessments to support staff workload and wellbeing

Structure of Non-Examined Assessments (NEA)

- Departments should work towards their pre-planned deadlines. Any concerns with this, Subject Leaders should discuss with Line Managers.
- Subjects which normally have a prescribed exam board weighting for NEA should use this as a guide; if students have done well it would be sensible to weight the NEA in line with the exam board.

Structure of April Topic Tests

- These tests will be 50 minutes (for most, some may last one hour) and will most likely take place during lesson times
- For larger subjects, time may be blocked to ensure that all students sit the tests at the same time
- The structure of the April test will mean that weighting is less than other assessment windows.

Structure of Final May Assessment

The final assessments will be agreed following discussions with Line Managers, however:

- The maximum paper time for an A Level paper: 2hrs; AS Level: 1hr 30mins, and GCSE: 1hr 30mins
- Exam board generated papers need to be considered but timing and quality is the issue; these may provide benchmarking; there is the option to “cherry pick”
- The May papers should not mirror a normal end of course examination, and therefore assessed content will be considerably reduced
- Details regarding the topic areas within the papers should be shared with students in advance, in line with the timeline below
- Students will be permitted to bring set texts into assessments, subject to further guidance from exam boards.

Further guidance and information

- Stand-down from Friday 14 May for Year 11 and Year 13 - no leaving assemblies (but there may be a possibility for Year 13 after 18 June, depending on the national picture regarding Covid and social-distancing)
- Marking and moderation time has been built into the timeline as we are conscious that workload and wellbeing for staff is a concern. We have looked at alternative uses of the remaining Teaching Training Days and would anticipate staff being able to use their gained time for marking to some extent. We will make use of external invigilators for the May assessment period as often as possible
- There are currently no plans for Main school exams in the Summer Term. However, we probably need to find a window of opportunity for Year 10 and Year 12 towards the end of June.

Timeline:

Date	Y11	Y13	Y12 AS students
W/b Mon 8th March	Complete teaching of topics already started, minimising teaching of new content from this point		<i>Teaching of AS content will be subject dependent</i>
W/b Mon 15th March	Complete teaching of topics already started, minimising teaching of new content from this point. Begin consolidation, revision and study skills support.		<i>Teaching of AS content will be subject dependent</i>
W/b Mon 22nd and Mon 29th March	Consolidation, revision and study skills. Preparation for topic tests after Easter.		
W/b 19th April (immediately after Easter)	In class topic tests		
	A blocked TT will be arranged this week to ensure students can all be tested at the same time when there are multiple groups. Otherwise, tests to be taken in lesson time. 50mins per test, some may be one hour		Wednesday 21 April: April Assessments for those taking AS Levels
Mon 26th April – Friday 14th May	Feedback from topic tests as appropriate; consolidation, revision and study skills. Preparation for formal assessments in May		
Friday 14th May	Student Stand Down For Years 11 and 13		No stand down for Year 12
Mon 17th May	Study Leave		Study Leave for students taking AS Levels (Tues 25th May only)
Tues 18th May – Wed 26th May	<p align="center">Formal Assessments</p> <p align="center">Invigilators to supervise formal assessments, allowing teaching staff to begin marking in gained time once assessments are complete.</p> <p align="center"><i>Assessment TT to be devised with marking demands in mind, to allow subjects with heavier marking load time to start marking earlier.</i></p>		Year 12 AS Students continue with their chosen courses for Year 13. Students opting to drop a subject and take the AS exam do not need to continue attending lessons following the May assessment. Wed 26 May (pm): All AS Level Assessments
Thurs 27th & Thurs 28th May	Marking Days (rearranged 2 x Training days)		
Mon 7th June (deadline Wed 9th June)	Departmental Moderation Day (rearranged 1 x Training days)		
Thurs 10th - Mon 14th June	SLT Whole School Moderation		
Tues 15th - Fri 18th June	Inputting data to Exam Boards		
18 June 2021	EXAM BOARD DEADLINE		