

07 May 2021

Dear Parents/Carers and Students of Year 13,

### **Assessment Arrangements**

Year 13 students are now beginning their Summer Assessment Season from Monday 10<sup>th</sup> to Friday 28<sup>th</sup> May. Teachers will use these Summer Assessments to inform their overall TAGs, and so it is in students' best interests to revise thoroughly in order to do well.

The arrangements for these assessments are as follows:

- Students who fail to bring their ID badges to school (both for assessments and for their entry to the school site) will be refused entry to their exam. New ID badges can be purchased on ParentPay.
- Students who do not follow the school's dress code will be sent home to change.
- For morning assessments, students should arrive to school by 9:00am and line up outside their designated exam room.
- Following a morning assessment, students should attend any timetabled lessons they have for the remainder of the day.
- For afternoon assessments, students should arrive to school by 1:10pm and line up outside their designated exam room.
- Following an afternoon assessment, students will be dismissed from school.
- Students must attend all their assessments.

### **Study Leave**

There is no study leave for Year 13 students. Students should continue to follow their timetables until Friday 28<sup>th</sup> May. However, the following concessions do apply:

- Students are allowed to take the session off immediately prior to an assessment. For example, if a student has an afternoon assessment, then they can remain at home for the morning to revise or if they have a morning assessment then they do not need to attend the afternoon lesson of the previous day. However, students cannot take a Friday afternoon off to prepare for an assessment scheduled for a Monday morning. Attendance will still be recorded.
- For A level subjects, the WJEC Applied Diploma in Criminology and GCSE maths and English Language, students should attend their timetabled lessons until they have sat their final assessment for that subject. From that point on, students do not need to attend lessons for that specific subject. For example, if a student has their final Biology assessment on Friday 21<sup>st</sup> May, then that student should not attend any further Biology lessons after that date.
- For BTEC level 3 subjects, students should attend their timetabled lessons until they have completed all their coursework and assessments for that subject and have been given confirmation from their teacher that all coursework is complete, and they are no longer required to attend lessons.
- Students are no longer required to attend their period 6 tutorials on Tuesday afternoons.

- Please note, when students have a timetabled lesson for period 1, they are required to attend morning registration with their tutor.

### Awarding of Qualifications

As you are aware, this year teachers will be assessing students and students will be awarded with A Levels and vocational qualifications based on Teacher Assessed Grades. Teachers will be using a range of evidence to comprise a holistic grade which is based on the quality of the work produced.

Rooks Heath Staff have a rigorous internal quality assurance process which will involve teachers moderating and standardising within departments to ensure fair judgements. All Year 13 teachers have taken part in training to ensure that Teacher Assessed Grades are fair, including training on unconscious bias. There will be a thorough system of checks by Heads of Department, the Assessment Team and the Senior Leadership Team to ensure grades that students are awarded are based on a range of evidence and that no errors are made. Please note that any attempts to influence a teacher in any way to award a certain grade will be considered malpractice and reported to the examination board. We will take any such attempts very seriously. Please also note that we cannot disclose (to students or parents) the final Teacher Assessed Grades until Results Day which is on Tuesday 10<sup>th</sup> August, when students will be able to collect their results from school from 9am.

Below you will find a table indicating which evidence is being used to inform Teacher Assessed Grades for each subject.

Qualification name	Evidence that will be used to inform Teacher Assessed Grades
Art A level	All coursework, sketchbooks and study sheets; Mock Exam pieces; Feedback sheets; Digital Evidence on Teams
Applied Science BTEC Level 3	Observation records of practical activity in internally assessed units; Standards Verifiers Report (Release Verdict) on agreed grades; Spring Assessment; Summer Assessment.
Biology A Level	Heart and Circulation Assessment; Spring Assessment; Summer Assessment
Business Studies A Level	UCAS Assessment; Spring Assessment; End of Topic Assessment on 2.1; End of Topic Assessment on 3.3 and 3.4; Summer Assessment
Business BTEC Level 3	Banked grades from Year 12; completed coursework for Unit 4 and 5; Summer Assessment (Unit 6)
Chemistry A Level	Module 5 Rates Test; Module 6 Benzene Test; Spring Assessment; Summer Assessment
Creative Digital Media Production BTEC Level 3	UCAS Assessment; Unit 4 (Learning Aims A, B, C, D); Unit 8 Spring Assessment (Rationale, Proposal, Pitch, Treatment); Unit 1 Summer Assessment (or January 2021 external assessment if applicable); short filmed sequence as part of Unit 4
Criminology Level 3 Applied Diploma	Spring Assessment (Unit 4); March Controlled Assessment (Unit 3); Summer Assessment (Unit 4)
Design and Technology A Level	Spring Assessment; Summer Assessment; Non-Examined Assessment (partially completed); classwork 2020-2021

Design and Technology Fashion and Textiles A Level	Spring Assessment 2021; Summer Assessment 2021; Non-Examined Assessment (partially completed); classwork 2020-2021
Economics A Level	End of Topic Assessment on Micro; Spring Assessment on Micro; Summer Assessment on Macro
Further Mathematics A Level	UCAS Assessments; Spring Assessments; Summer Assessments
Geography A Level	Spring Assessment; Non-Examined Assessment; Summer Assessment (Paper 3 Synoptic)
Health and Social Care BTEC Level 3	Coursework (internally assessed Units 9, between 2 and 4 depending on course); external exam results (2 or 4 depending on course)
Information Technology BTEC Level 3	Previous Unit Grades: End of Learning Aims Tests; Summer Assessment.
Latin A Level	UCAS Assessments; Spring Assessments; Summer Assessments
Mathematics A Level	UCAS Assessments; Spring Assessments; Summer Assessments
Physics A Level	Spring Assessment; Topic Test 8 (April 2021); Summer Assessment
Psychology A Level	UCAS Assessment; Spring Assessment; Summer Assessments (Paper 2, Paper 3 Section A)
Sociology A Level	Sociology Assessment Books; Spring Assessments; Summer Assessments

If you have any queries or questions specific to the evidence that will be used, please email [idas@rooksheath.harrow.sch.uk](mailto:idas@rooksheath.harrow.sch.uk). We will provide more information on how to appeal to the school about a grade you think may have been an error or unfairly given in due course.

### Supporting student transition to university, work or an apprenticeship

We appreciate it continues to be a very challenging year for Year 13 students and we want to continue to support them in making the best decisions for the next stage in their lives. Following the Summer half-term holiday, students will be given a range of materials to help support them with their next steps such as information on careers, apprenticeships and preparation for university. This information will be made available on Teams and students will be expected to access and complete it from Monday 7<sup>th</sup> through to Friday 18<sup>th</sup> June. During this time, any students who would like extra support and guidance are welcome to come into school and speak with a member of the Sixth Form team.

Please do not hesitate to contact us if you have any questions – by emailing [contactus@rooksheath.harrow.sch.uk](mailto:contactus@rooksheath.harrow.sch.uk).

Yours sincerely,



Mr S Macaulay  
AH, Raising Standards



Mr Wright  
AH, Head of Sixth Form



Mrs M Manderson  
Headteacher