



Armthorpe Academy

Candidate Confirmation (Form 1): Understanding How Teacher Assessed Grades will be Awarded in Summer 2021

Candidate name		Centre Number	36205	Candidate Number	
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I can confirm I sat in an assembly specifically for Year 11 students on Monday 26th April when the following process was explained in full to me, or if I was unable to attend the assembly a member of the Senior Leadership Team has explained the process to me.

Signed: _____ Date: _____

I confirm I have been made aware of relevant guidance intended for candidates who will be awarded grades in summer 2021, including: (Please tick each box to confirm each statement)

- the Joint Council for Qualifications^{CJC} (JCQ) document Guidance for students, parents and guardians: GCSEs and AS/A Levels in England Summer 2021 (published on the school website www.jcq.org.uk/summer-2021-arrangements/)
- I have been made aware BTEC and NCFE moderations will continue as planned.
- I have been made aware that if I am sitting a Modern Foreign Language other than French, speaking, listening and written assessments will still continue with trained specialists external to the school to help determine my grade.

I confirm my understanding specifically includes the following:

- What is happening and when – The Armthorpe Timeline.
- How candidates will be assessed.
- That subject teachers will initially determine the grades, which will then be reviewed by other teachers in the same department or across the trust, then the Leadership Team, so grades are determined consistently with the Academy's policy. Awarding bodies (exam boards) will check this policy to make sure it meets their requirements.
- The professional judgement of teachers will only be based on what candidates have been taught and teachers will use a range of evidence from across the course of study to make their decision.
- This evidence may include pieces of work that have already been completed/partially completed and/or further tests/assessments that will be set.
- The range of evidence that teachers use to inform grades will be consistent across each class or cohort for each qualification. However, the Academy may decide that a different range of evidence may be more appropriate to fairly inform a grade, if, for example, a candidate has missed significantly more teaching than others in the class due to long illness or self-isolation periods.
- Where a candidate has been granted approved access arrangements/reasonable adjustments the Academy will ensure that these were/are in place when evidence was/is being gathered. Where appropriate reasonable adjustments were not in place when the candidate took an assessment that is being used as evidence, the teacher will take that into account when determining the candidate's grade or we will consider whether other evidence could be used instead.

- Teachers will tell candidates which pieces of work will be used as evidence to inform their overall grade for each subject candidates have been entered for. Candidates will have the opportunity to raise any concerns about the evidence being used, for example, if the evidence was affected by personal circumstances, such as illness. Teachers will make the final judgement about what evidence is to be included - this is not a negotiation. Teachers will not be able to tell candidates the grades they will be submitting to the awarding bodies (exam boards). Candidates should not ask teachers what grade they have been awarded.
- When candidates will receive their grades results from the relevant awarding body (exam board).
- After results have been received, there will be an appeals system as a safety net to fix any genuine errors that were not identified earlier in the determination of grades process, for example a number that has been incorrectly inputted due to a processing error.
- I can confirm I have been given the opportunity to ask any questions about the process both with my peers and/or through independent conversation. School staff have explained the process and I am happy that the Academy is doing all they can to work with me to ensure Teacher Assessed Grades are awarded that my work/range of evidence merits.

On my part I can confirm:

- All work being used as an evidence by my teachers is my own work. I understand for some subjects, in addition to this form (depending on the exam board) I may have to sign additional paperwork to confirm the authenticity and originality of my work. This is just to ensure a fair process as the work assessed must be that of individual candidates.

By signing here, I am confirming my awareness and understanding of how grades will be awarded this summer.

Candidate Signature: _____

Date of signature: _____

By signing here, the Head of Centre (Mrs Robbins) is confirming the staff at Armthorpe Academy have all been made aware of the information above, understanding how grades will be awarded this summer, and the policy which will be followed across the Academy.



Head of Centre Signature: _____

26.04.21

Date of Signature: _____

This record will be retained until the published deadline for appeals has passed or until any on-going appeal, malpractice investigation or other results enquiry has been completed, whichever is later.



Armthorpe Academy

Candidate Confirmation (Form 2): How my grades have been determined and the adherence to disseminated policy.

Candidate name		Centre Number	36205	Candidate Number	
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I confirm that the following has taken place: (Please tick each box to confirm each statement)

- I have been given an explanation of how my grades will be determined in summer 2021
- I have a full understanding of the process undertaken by my school which is line with Ofqual, JCQ and awarding body (exam board) requirements.
- The professional judgement of teachers has been based on what I have been taught.
- My teachers have used a range of evidence from across the course of study to make their decision
- My teachers have informed me of the pieces of work which have been used as evidence to inform my overall grade for each subject for which I am entered.
- (Only tick this box where you have approved access arrangements/reasonable adjustments) Where I have been granted any approved access arrangements/reasonable adjustments my school have ensured that these were in place when evidence was gathered. Where appropriate reasonable adjustments were not in place when I took an assessment that is being used as evidence, my teacher took this into account when determining my grade or considered alternative evidence.
- I have had the opportunity to raise any concerns about the evidence being used with my teacher, where for example, the evidence was affected by my personal circumstances, such as illness (Any discussion I had with my teacher about mitigating circumstances which may warrant special consideration were noted by my teacher).
- My teachers have made the final judgement about the evidence used to determine my grades. Negotiation has not taken place between myself/my parent/carer/guardian and my teachers.
- After my teacher determined my grade in a subject it was reviewed by other teachers in my school. Therefore, grades were determined consistently with my school's policy.
- My teachers or any other members of school staff have not informed me of the grades they have submitted/will be submitting to the awarding body (exam board).
- I have been informed of the date(s) and process for receiving my grades (results) from the relevant awarding body (exam board).
- I have been made aware that if I believe a genuine error has been made in determining my grade, I will have a right to appeal through my school who will provide specific details of the two stage process at that point.
- If I don't understand/feel unable to confirm the above, feel unable to sign the confirmation etc. or if they have any questions about how their personal circumstances will be taken into account or want to raise anything with the school/college , to speak to the school/college as a matter of urgency and not wait until after they get their results]

By signing here, I am confirming my awareness and understanding of how my grades have been determined and will be awarded to me this summer.

Candidate Signature: _____

Date of signature: _____

This record will be retained until the published deadline for appeals has passed or until any on-going appeal, malpractice investigation or other results enquiry has been completed, whichever is later.