



# Bishop's Hatfield Girls' School

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27th April 2021

Dear Parents and Carers,

As part of the grading process for GCSE, BTEC and A Level this summer it is important that the school is aware of any cases where events outside a student's control may have affected their performance during their course of study. JCQ guidance states that this information may be taken into account where, as a school, we are: *satisfied that the issue or event has had, or is reasonably likely to have had, a material effect on a student's ability to demonstrate his or her normal level of attainment in an assessment.*

We already know about the impact of school closures on all pupils and this has been taken into account in the system of grading this year. We are asking parents/carers to inform us of any **additional individual** circumstances over the course of study that might warrant special consideration. In most cases the course of study began at the start of Year 10 for current Year 11 students and at the start of Year 12 for current Year 13 students. This applies to impacts on learning due to:

- Covid-related illness or isolation
- non-Covid illness
- any other adverse circumstances (such as personal accident or injury, bereavement or domestic crisis).

To ensure that our records are as accurate as possible **please complete the linked Google Form** <https://forms.gle/tDxd14etJNYakQkMA>.

The sections of the Google Form should only be used where a student has experienced **individual additional circumstances beyond that experienced by their peers** during their course of study. It is not necessary to note the disruption caused by lost teaching and learning due to national school closures as these apply to all students. You only need to complete the form where a **significant** detrimental impact on learning has taken place which directly affected their work. Please also note that to knowingly provide false or misleading information could be construed as malpractice and result in the downgrading or cancellation of a subject grade.

In the majority of cases there will be nothing to report, but please do submit the Google Form anyway so that our records are complete. The **deadline for completion is Tuesday 4th May**. If we do not receive a reply by this date we will assume that you have nothing to report. If any further circumstances arise during the period of in-school assessments then please notify the school. In the event of a student feeling unwell during the period of school assessments then they should attend school to take their assessments and provide medical evidence for any illness that has significantly affected their performance. We will not be able to re-arrange or re-schedule assessments for

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individual students who are unwell on the day. **Anyone with Covid symptoms must not attend school and should inform the school immediately.**

It is important to remind you of the information we sent earlier this year regarding the evidence that we will be using to award grades this summer. The precise nature and balance of evidence will vary between subjects but where possible we will use:

- student work produced in response to assessment materials provided by the exam board, including groups of questions, past papers or similar materials such as practice or sample papers
- non-exam assessment (NEA) work (often referred to as coursework), even if this has not been fully completed
- student work produced in centre-devised tasks that reflect the specification, that follow the same format as exam board materials and have been marked in a way that reflects exam board mark schemes - this can include:
  - substantial class or homework (including those that took place during remote learning)
  - internal tests taken by pupils
  - mock exams taken over the course of study
- records of a student's capability and performance over the course of study in performance-based subjects such as music, drama and PE
- records of each student's progress and performance over the course of study

If you would like more information regarding what is happening regarding awarding grades this year then please refer to the following documents:

- Our Centre Policy For Determining Grades [BHGS Centre Policy](#)
- JCQ Guide for Pupils and Parents [Guidance for students, parents and guardians: GCSEs and AS/A Levels in England Summer 2021](#)
- Ofqual advice for those feeling worried about grades: [Feeling worried about grades this year is understandable. Here are some things that might help...](#)

If you have any difficulty with the Google Form or have any questions then please contact Mr Pandya at school.

Yours sincerely,

Mr A Wood  
**Headteacher**

Mr H Pandya  
**Assistant Headteacher**