

Dear families,

Firstly, I would like to thank you all for the highly successful return to school that we have had since the Easter break. It is a real sign of the students' commitment to their education and future the way in which they are taking their studies and assessments seriously.

I am writing to give you some important updates on awarding examination grades in the summer of 2021.

- Schools must submit their policy to the exam boards by Friday 30<sup>th</sup> April 2021. The policy will be available to students and families from this date. We have as a school worked together with other leaders within The Two Counties Trust to write the policy. However, it has been heavily informed by guidance from the Joint Council for Qualifications (JCQ).

Please follow this link to view the policy and JCQ guidance

<http://www.themanor.notts.sch.uk/academyinformation/examinations-2/>

- Course leaders are identifying evidence that will be used for the whole cohort to create portfolios of evidence on which to judge the standards the students have attained. These pieces of evidence will be the same for all teaching groups for the same qualification. The details will be shared with students in lessons by their teacher.
- Students will continue to complete assessment tasks / exams up until the end of term. This will allow students to demonstrate what their achievement is across the topics that have been covered towards the end of the course as would typically be the case in a usual exam year.
- All their assessment tasks will be reviewed both internally at the Manor Academy and by experts from across The Two Counties Trust.
- Exam boards will also be sampling the evidence produced by students to ensure that any grade awarded reflects the standards the exam board would expect.
- The guidance is clear; no school member of staff can discuss grades with students or families. If a student or family member were to put pressure on a teacher then this would be seen as malpractice and would have to be reported to the exam board.
- If you believe that there is an exceptional adverse situation concerning your child and would like to ask for special consideration, this needs to be done through the correct channel by contacting our Exams officer in the first instance. This can be done via 01623 425100. Lost learning is not a ground for special consideration as the school has been allowed flexibility in the choice of the assessment material used.

I would like to remind you of some key contacts within the Manor if you have any questions or queries:

- Assessment Lead: Mr Gladwin
- Examination Officer: Mrs Russell
- Head of Year 11: Mr Tallett
- Head of Year 13: Mr Starkey

Mrs K Kerry  
Head Teacher