

Candidate Checklist – Summer 2021

The information in this checklist provides a summary of the process for awarding grades in Summer 2021. All candidates **must** read this checklist.

- The following publications and websites provide general guidance and information:
 - All candidates should read the JCQ document [Guidance for students, parents and guardians: GCSEs and AS/A Levels in England Summer 2021](#)
 - Ofqual have published a shorter [Student guide to awarding summer 2021](#)
 - [Infographic showing how grades are being awarded in 2021](#)
 - Ofqual blog '[Feeling worried about grades is understandable](#)'
 - [AQA: 2021 exam changes](#)
 - [OCR: Everything you need to know for summer 2021](#)
 - [Pearson: Support for students, parents and carers](#)
 - [WJEC Eduqas: Student support](#)
 - The JCQ publication "[Suspected Malpractice: Policies and Procedures 2020-2021](#)"
 - The [Exam Information](#) page on the school website has further information and links.
- Quality assurance/Checks are in place to ensure that the grades awarding process is as fair and consistent as possible. There are three stages:
 - A Centre Policy, which describes the process the school will follow when determining teacher assessed grades, will be submitted to the JCQ and will be published on the [Exam Information](#) page. The awarding bodies will check this policy to make sure it meets their requirements
 - Internal quality insurance will take place; all teacher assessed grades will be reviewed by other teachers in school and SLT to ensure that all grades have been determined consistently with the Centre Policy
 - After the grades have been submitted, the awarding bodies will carry out external quality assurance by sampling some of the grades and evidence.
- Subject teachers will initially determine the grades with internal moderation carried out within subjects and departments.
- The professional judgement of teachers will be based only on what candidates have been taught and teachers will use a range of evidence from across the course of study.
- This evidence may include pieces of work that have already been completed/partially completed and/or further 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 where possible. The school 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 or because of changes of school at KS4.



- Where a candidate has approved access arrangements or reasonable adjustments, the school will ensure that these are in place when evidence is being gathered. Where this did not happen for an assessment that is being used as evidence, the teacher will take that into account or may choose to use other evidence instead.
- Candidates will have the opportunity to raise any concerns about the evidence being used (for example if the assessment was affected by personal circumstances); they should do this at the time of an assessment or as soon as possible.
- All work which is to be used as evidence must be the candidate's own work.
- Subject teachers will create portfolios of evidence and will share with candidates which pieces of work will be used to inform their overall grade for each subject.
- Teachers will make the final judgement about what evidence is to be included - this is not a negotiation.
- Teachers will be able to give candidates their marks for individual pieces of work but not grades and they will **not** be able to tell candidates the grades they will be submitting to the awarding bodies.
- Candidates will be required to sign a statement to:
 - confirm they understand the processes being followed for 2021
 - confirm the authenticity of the work they have submitted
 - confirm they have been offered the access arrangements they have been awarded (or that these have not been offered but that has been taken into account)
 - confirm that the evidence being used to determine their final grade has been shared with them.
- Candidates must be aware that any instances of malpractice will be reported to the relevant awarding body as required. Specific examples of malpractice for summer 2021 include submitting work which is not the candidate's own work and attempts to pressure teachers with regard to the grade to be awarded.
- Separate (endorsement) grades will be awarded for the Speaking element of English Language and French or German courses.
- The GCSE results day will be on Thursday 12th August, when results will be issued to candidates in school. Further information will be provided nearer to the time.
- Senior staff and the Exams Officer will be available when results are issued to provide advice and guidance on results, concerns about results and next steps.
- 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. Details of the appeals process will be provided before results day.
- There will be an autumn exam series if candidates wish to sit actual examinations to try to improve their results.
- If there is anything in the above information that you do not understand, if you have any questions about the processes or how your personal circumstances will be taken into account or there is anything else you wish to raise, please speak to Mr Yates or Mrs Tonkin as soon as possible.