Dear Parent(s)/Carer(s),

**Re: Awarding of GCSE, BTEC and A level Grades Summer 2020**

I am sure that parents/carers and students will have many questions about what to expect in relation to examination results this summer. In light of this, I write to advise you of the process followed by the school to determine centre assessed grades, how results will be distributed and the support available for students following the results days this summer.

The centre assessed grade is the grade submitted by the school to the examination board for every student in each subject they study at GCSE, BTEC, AS or A level. The centre assessed grade is not however, guaranteed to be the final grade awarded by the examination board in August 2020.

I should also like to assure parents/carers that all steps taken during the process are in accordance with the guidelines issued by Qualification Wales/Ofqual in order to determine ‘the most likely grade a student would have achieved if they had sat their exams this summer and completed any non-exam assessment.’

The process staff used to determine the centre assessed grades for your child are as follows:

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<th>Action</th>
<th>Justification</th>
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| 1 **Centre Assessed Grade**<sup>*</sup> The calculated grade for each student was discussed and considered in video meetings between classroom teachers, Heads of Department and Senior Leaders. Further evidence was considered to produce a centre assessed grade.  
*The centre assessed grade is the grade which is submitted to the examination boards.*  | The Qualification Wales/Ofqual guidance clearly states that schools take into account a range of evidence in awarding a centre assessed grade. This includes other assessment results, standard of coursework (complete or non-complete), previous examination results in that subject, standard of classwork and homework tasks amongst others stated in the Qualification Wales/Ofqual guidance.  |
| 2 **Centre Assessed Grade** The centre assessed grade and rank for each student was subject to review by Senior Leaders, where justification/evidence was considered further. | This is to ensure the evidence considered when allocating a grade is present and has been applied fairly. |
| 3 **Rank Order of Students based on Centre Assessed Grades** Students are placed in rank order based on the centre assessed grade they are awarded. The most secure student within a grade is ranked ‘1’. As in all other years, rank order will not be reported on the examination certificate.  
For example, a student may be awarded ‘A/3’ in English Literature. The ‘A’ denotes the centre assessed grade and the ‘3’ denotes the fact that the student is the third most secure grade A within the cohort of students who are assessed as grade A. On the student’s examination certificate, a grade A will be awarded if the examination board determine this is the student’s final grade.  
Only final grades will appear on examination certificates. The final grade will not be known by teaching staff until examination results are published on 13<sup>th</sup> and 20<sup>th</sup> August 2020. | The rank order is required by the examination boards so that in the case of grades being adjusted up/down students are identifiable. The use of numerical information in this way reduces the degree of bias in this process. |
The final centre assessed grades and rank order were submitted to the examination board by the Head of Department and one other member of the department for each subject, a final declaration for all results was then signed by the Head of Centre.

This is a legal requirement not only for this process, it has always been the case for previous examinations.

The Qualification Wales/Ofqual guidance states that schools must not, under any circumstances, share the centre assessed grades nor the rank order of students with parents, carers, external agencies or indeed the students themselves. **Please do not contact teaching staff regarding this process as they are legally bound not to discuss this information.**

**Publication of results**

A level results will be published on the 13th August and GCSE results on the 20th August 2020. Results will be shared with students from 8.00am via their school email address. We are not able to share results over the telephone or via personal student or parent/carer email addresses. We ask that all students check that they are able to access their school email accounts this week and request support via the main school office should they encounter any issues.

Arrangements for appeals have been published by Qualification Wales and the examination boards prior to the results and can be found by following the links below

Qualifications Wales

WJEC
https://www.wjec.co.uk/home/supporting-teachers-and-learners-during-coronavirus/

Pearsons (BTEC)

Following the publication of results, support will be available for

- Year 13 students using the UCAS clearing process; and
- Year 11 and 12 students discussing their final options.

Students will be offered a virtual appointment with a member of the leadership team, via a telephone call or Microsoft Teams meeting. To arrange a time, please email bullj@bishopofllandaff.org with your request no later than 12.00pm on the day of your child’s result being published, a timeslot will then be allocated. Support sessions will be available between 10.00am and 3.00pm on the following dates

**Year 12/13** – Thursday 13th August and Friday 14th August
**Year 11** - Thursday 20th August and Friday 21st August

The Qualification Wales/Ofqual guidance has stated that the grounds for appeal will be ‘narrow and based on the application of the process’. We have shared the process with you to demonstrate the care taken to comply with legal requirements and to give assurance that all students have been given the opportunity to achieve their most likely grade with objectivity and fairness.

Yours sincerely,

Shaun Gardiner
Assistant Head/Head of Sixth Form