

December 2020

Dear Parents/Guardians

I write to explain three important points regarding the public examinations this summer:

- Information to candidates
- Examinations 28 June – 16 July
- Results day arrangements
- Internal Appeals Policy

Mrs Rudzinski and I will explain the rules and regulations set out by the Joint Council for Qualifications (JCQ), who oversee the examinations boards, to students sitting public examinations this summer in an assembly next year. It is vital that students adhere to the strict regulations. I have attached a copy of the 'Information to Candidates' for your perusal.

The Department for Education has announced that an additional examination period has been planned and you are asked to ensure your daughter is available to sit further examinations:

'Should a student miss some, or all, of the papers in a subject but have completed sufficient non-examined assessment (as a result of sickness or the need to self-isolate) then they can still achieve a grade through the special consideration process. Normally schools can request medical evidence from parents to support an absence where a school has a genuine cause for concern about the veracity of an illness. Students who miss exams due to coronavirus (COVID-19) will be expected to provide evidence to support the process.

If a student misses all GCSE or A level assessments in a subject due to sickness related to coronavirus (COVID-19), or the need to self-isolate and is unable to access the special consideration process, they will be eligible to sit a single contingency paper. **This will take place between 28 June to 16 July 2021** and timetabled to allow at least a 10-day gap after each subject's final paper in the main series. Work has started on writing this timetable.'

Students are expected to come into School to collect results in person in August:

- Tuesday 24 August A Level Results Day
- Friday 27 August GCSE Results Day

This offers the opportunity to celebrate with peers and also to ask for advice or discuss any issues which may arise. More detailed arrangements for results days will be communicated later in the summer term.

Finally, the JCQ introduced a new system which allows candidates the right to appeal a mark for any element of work marked internally, which forms part of the final mark in the public examination. There are two important things to note: firstly, the appeal must be against the marking procedure and not the mark itself, and secondly, the reviewed mark may

go up or down, and the reviewed mark is the mark that will be submitted to the Examination Board.

Clearly, KEHS is committed to ensuring that whenever staff mark candidates' work, this is done fairly, consistently, and in accordance with the awarding body's specification and subject-specific associated documents.

We have a policy to ensure appropriate procedures are followed, which can be viewed on the school website at:

<http://www.kehs.org.uk/academic/overview>

Yours sincerely

Mr Lea (Vice Principal – Assessment)