



NOTTINGHAM GIRLS' ACADEMY

We believe in creating a community empowered with the qualities, skills and qualifications to enter the next phase of life with confidence and ambition.

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Dear parents and carers

RE: Teacher Assessed Grades 2021

I am writing to provide more detail about the Teacher Assessed Grades we are awarding this year and the information you can expect during and after the process. We want to make the process as clear and simple as possible.

Our process is designed to ensure students are awarded grades as fairly and accurately as possible. They have worked hard to complete the necessary assessments and we are very grateful for your support in keeping them focused and motivated. Staff are now starting to assess the evidence provided by students.

Absence for assessment

Where students have been absent for an assessment, we have been using this time to give opportunities to catch-up. If gaps in assessment materials cannot be addressed then, we will use appropriate substitute evidence where possible. Staff will consider when, and under what conditions, the substitute evidence was produced to ensure that no student is unfairly advantaged or disadvantaged by this process.

Quality Assurance: Standardisation and Moderation

Please note that our policy is subject to verification by the examination boards. However, we are confident that our procedures are robust enough to ensure grades are awarded fairly, consistently and without bias. This includes:

1. To minimise unconscious bias, teachers are not marking their own classes' work where possible and we are also using blind marking.
2. Each piece of evidence used will follow our academy standardisation and moderation model to ensure the grades given by teachers are accurate and consistent across the cohort.
3. Each grade is arrived at by an appropriate consideration of the evidence against the JCQ grade descriptors by a qualified member of staff. The reasons supporting the judgement are recorded and all appropriate circumstances will be considered.

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 - We provide a safe, kind, nurturing and inclusive environment. • We enjoy the journey together.



- Each grade is then reviewed independently by a second qualified person, and the results of this review recorded.
- The provisional grades are reviewed against typical patterns of grades from past years. Any significant differences are explored, and the reasons recorded or the standard of award reviewed. The results of this process are recorded by a designated member of the Senior Leadership Team.
- Our process and results are then reviewed by the examination boards and a sample of assessment materials may be called for. The examination boards will approve our submission of grades and validate the results to be given on results day.

Communication of Results

We are not permitted to share information about grades until results day. While we understand that this may be frustrating to some, it is the same arrangement as in normal years. Please do not try to communicate with teachers about this.

The Appeals Process

Every year there are students who are disappointed with the grade they achieve. If you are disappointed with your grade, you might consider whether you could sit examinations in the autumn series to improve your grade.

If you are concerned that the grade you have received has been awarded incorrectly, there is an appeals process. The deadline for submitting an appeal is **17 September 2021**.

For more information on the on the appeals process, please see **page 9** of the [‘Student guide to awarding: summer 2021’](#) document.

These arrangements are based on our understanding of the materials published to date and are subject to change if we receive new information. We will be in touch later with information about summer arrangements, results days and the sixth form application process for our Year 11s.

In the meantime, we wish all our students good luck with their final assessments, and once again thank you for the support you have provided to them and the academy throughout the year.

Yours faithfully



Mr R Ahmad
Deputy Principal

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