

Monday 12th July 2021

Wendy Walters BA (Hons) MA
Academy Principal

Chatham Grammar
Rainham Road
Chatham
Kent
ME5 7EH

T : 01634 851262

E : OfficeCG@universityofkentacademiestrust.org.uk

W : www.chathamgrammar.org.uk

A University of Kent Academies Trust School

Dear Parent/Carer

Update of the Teacher Assessment Grades

Following the letter dated 11th March regarding the Ofqual guidance on awarding GCSE grades, we are writing to update you on the TAG (Teacher Assessment Grade) process this year. We are pleased to confirm the academy has now completed the process for submitting all GCSE grades to exam boards. All related information can be found in the 'Exam Information' section of our website.

How were my/our child's grades arrived at this year?

Grades this summer were based on Teacher Assessed Grades (TAGs). TAGs were based on a holistic approach based on the following evidence:

- Mini Assessments – completed in May 2021
- Year 11 Teacher Working at Grade – based on classwork and assessments in lessons
- Year 11 November Mock Grade – completed in November 2020
- Year 10 Tracking Grade – completed in March 2020
- Year 9 End of Year Grade – completed in June 2019

Following a rigorous process of assessment, moderation and quality assurance, these grades were then submitted to the relevant exam boards for external quality assurance checks.

For all subjects, the TAGs we submitted have been reviewed by the exam board. Please see our Centre Policy on our website. This Centre Policy has been checked and validated by the exam boards.

You know my/my child's grades. Why can't you tell us?

We are forbidden from disclosing the Teacher Assessed Grades to any third party, including students and parents, until results days. Any teacher or member of staff who does this is committing exam malpractice. Although students may have been given marks or grades on single pieces of evidence, we cannot disclose the final submitted TAG.

During the external quality assurance process taking place, our submitted TAGs may be moved up or down (although this will always be done through human agency, not by an algorithm).

What do I do if I am not happy with my child's grade?

Students have an opportunity to appeal their grade if they meet the eligibility criteria. Further information on this is available on our website. It is important to note that **an appeal may result in a grade being lowered, staying the same, or going up**. Therefore, if a student puts in an appeal and their grade is lowered, they will receive the lower grade. There is also the option to resit GCSEs, A levels and some AS levels in the autumn, which may be preferable to some students. The design, content and assessment of these papers will be the same as in a normal year.

Once students receive their GCSE grades on Thursday 12th August, they will need to email examqueriescg@universityofkentacademiustrust.org.uk if they wish to appeal. It is recommended that requests for centre reviews are made by candidates to the centre by **Friday 3rd September**. This will enable the academy to carry out the appropriate steps to review appeal requests and meet the deadlines to submit any further appeals to awarding organisations.

What are the grounds for appeal?

The Joint Council for Qualifications (JCQ) have outlined the grounds for appeal, and these can be found on our website.

What are the two stages of an appeal?

- **Stage One – Centre Review**

All appeals, on any of the grounds above, must first go through a **centre review**. If you would like to request a centre review, please email examqueriescg@universityofkentacademiustrust.org.uk. At this stage, we will ask you to complete an appeal form to outline the details of your appeal. The form can be found here:

<https://forms.office.com/Pages/ResponsePage.aspx?id=olwv4-PvvUiiJwTnuKisT4TodxqbdWZKvcNp1NO4k9JUREq0SiBOOU0zWEM0MTVRMjdCWEVRNExNMi4u>

Once we receive any submitted requests, we will check for any administrative errors, and check that our policies and procedures were followed correctly. Our policy has already been validated by the exam boards, so we will check to ensure that this was followed properly throughout the TAG process.

The outcome of the centre review will be communicated to students when made. At the centre review stage, if we find that a grade should go up or down, we will ask the exam board to change it. They will then consider this request.

OUR COMMITMENT TO YOUR PRIVACY

From time to time we may use your personal information to communicate newsletters or marketing information about events, products and services offered by the school which we feel are relevant to you. We will communicate marketing information to you on the basis of "legitimate interest" due to your current relationship with the school. You will find further information about how we use your personal information in our Data Privacy Notice by visiting <http://www.chathamgirlsgrammar.medway.sch.uk/privacy-parents/>. Should you wish to opt out of receiving these communications at any time you can do so by contacting the school office via email: officeCG@universityofkentacademiustrust.org.uk

- **Stage Two – Appeal to the Awarding Organisation**

Following the outcome of a centre review, students may still choose to pursue an **awarding organisation appeal**. If you would like to request a centre review, please email: examqueriescg@universityofkentacademiestrust.org.uk At this stage, we will ask you to complete an appeal form to outline the details of your appeal. We will then send this to the exam board on your behalf. Please note, students and parents cannot send appeals directly to the exam boards - it must come from the centre. Once we receive outcome of the appeal from the awarding body we will communicate this to you.

Yours sincerely,



Wendy Walters
Principal

OUR COMMITMENT TO YOUR PRIVACY

From time to time we may use your personal information to communicate newsletters or marketing information about events, products and services offered by the school which we feel are relevant to you. We will communicate marketing information to you on the basis of "legitimate interest" due to your current relationship with the school. You will find further information about how we use your personal information in our Data Privacy Notice by visiting <http://www.chathamgirlsgrammar.medway.sch.uk/privacy-parents/>. Should you wish to opt out of receiving these communications at any time you can do so by contacting the school office via email: officeCG@universityofkentacademiestrust.org.uk