

Arrangements for formal assessments in Year 12 – Summer 2018

Dear parent/guardian

I spoke at the Year 12 parents' information evening in September with regards to our plans for the sixth form curriculum in this academic year and highlighted the importance of a positive approach to studies in Year 12 to your son/daughter's final academic outcomes. This document outlines our expectations and procedures for the assessment of your son/daughter's progress during their first A-Level year.

All Year 12 students will sit internal examinations during a two-week period from Monday 14th May-Friday 25th May. During this time, the students will be granted study leave when they are not required in school for an assessment. The vast majority of examinations will take place in either Richardson or Big School Hall, and all will be invigilated in the same way as public examinations. We are treating all examinations with the same level of seriousness and will expect an appropriate medical note (or relevant document) if your son/daughter is absent for any paper.

We intend to publish the results of the internal examinations on Tuesday 4th July. We will use this opportunity to celebrate the results with students and to invite parents in, if necessary, to discuss potential issues. At this stage, it may be necessary to consider alternative pathways for your son/daughter instead of the usual transition from Year 12 into Year 13 if there is a significant underperformance.

One of the functions of the internal examinations is to provide us with UCAS predicted grades, which in the past have been related to performance in the public AS-level papers. Heads of Department will be allowed to adjust the grades upwards by one, based on their professional judgement of performance over Year 12, and their decisions finalised and formalised at Year 13 Parents' Evening, held early in the Autumn term. Any appeals following this process should be made in writing to Dr Bruton, the Head Teacher by Friday 21st September, 2018. It is vital that this consistent and strict approach to setting UCAS predicted grades is enforced in order to maintain our excellent reputation amongst higher education institutions.

Should you have any questions regarding the information included in this document please do not hesitate to contact me via email (b.darwood@gmhs.org.uk) or by telephone via the school reception on the number above.

Yours sincerely,

Dr Beverley Darwood

Head of Sixth Form