

5th October 2021

Dear Parent and Carers of Year 11 students,

For Summer 2021, the formal summer exam series was suspended. For most subjects, this meant that teachers entered Teacher-Assessed Grades last year. For a small number of Cambridge National subjects, students were only entered to complete units of their work in Summer 2021 and not to finish the overall qualification. Students will receive a Teacher-Assessed Grade for the units of these qualifications that have been disrupted by the COVID-19 pandemic and periods of remote education. These units are below.

- **Creative iMedia** - units R081, R087 and R091.
- **Enterprise & Marketing** - units R064 and R066
- **Sport Studies** - unit R054.

Teachers will use students' mock examinations, classwork, and partially completed coursework as the evidence to determine the Teacher-Assessed Grades for these units. Students may not need to complete these units going forward, although they will be asked to make an attempt at any exam units this year to demonstrate their learning. Students can then use their time in school to focus on the remaining unit in their qualifications.

I have attached to this email the Teacher-Assessed Grade centre policy from Summer 2021, which will also apply to this Teacher-Assessed Grade process. All of the relevant information from the school can be found in this policy.

For these units, it is the responsibility of the exam centre (ie. the school) to take into account any requests for special consideration and decide if action is required for any of their students. The school must apply the usual special considerations eligibility criteria and adjustments. You will find further information about special considerations eligibility criteria below. Please note, general disruption for students due to the COVID-19 pandemic is accounted for by the school's selection of evidence process and does not need to be submitted as a request for special consideration.

### What is special consideration?

Special consideration is a post-examination adjustment to a candidate's mark or grade. This is to reflect temporary illness, temporary injury or some other event outside of the candidate's control at the time of the assessment. It is applied when the issue or event has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

Special consideration can go some way to assist a candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in their examinations. It cannot remove the difficulty faced by the candidate. This means that there will be some situations where candidates should not be entered for an examination. This is because only minor adjustments can be made to the mark awarded. To make larger adjustments would jeopardize the standard of the examination.

Where long term circumstances have prevented the candidate from reaching the competence standards, it may not be possible to make an adjustment.

## Who is eligible for special consideration?

Candidates will be eligible for special consideration if performance in examinations, coursework, or assessments is materially affected by adverse circumstances beyond their control. These include:

- Temporary illness or accident/injury at the time of the assessment;
- Bereavement at the time of the assessment (where whole groups are affected, normally only those most closely involved will be eligible);
- Domestic crisis arising at the time of the assessment;
- Serious disturbance during an examination, particularly where recorded material is being used;
- Accidental events at the time of the assessment such as being given the wrong examination paper, being given a defective examination paper or CD, failure of practical equipment, failure of materials to arrive on time;
- Participation in sporting events, training camps or other events at an international level at the time of the assessment, e.g. representing their country at an international level in chess or football;
- Failure by the centre to implement previously approved access arrangements for a specific examination series.

If you believe your child is entitled to special consideration, please click the link below to complete the Google Form and submit this to us before Friday 8th October 2021.

<https://forms.gle/aX3jqkkWGhAAQcPV7>

Once we are further through the Teacher-Assessed Grade process, we will write to you again to confirm the evidence that has been used to determine your child's grade and if any exceptions have been made for your child.

If you have any questions about the Teacher-Assessed Grade process, please contact [exams@kelvinhall.net](mailto:exams@kelvinhall.net) and somebody will get back to you.

Kind regards,



Mr Christopher Leng  
Head of School  
Kelvin Hall School