



Queen Mary's Grammar School

Headmaster: R J Langton, M A

21st January 2019

Dear parent/guardian

Arrangements for formal assessments in Year 12 – Summer 2019

I am sure you are aware of the vast amount of change we have had to deal with in the last few years with regards to curriculum and assessment. I spoke at the Year 12 parents' information evening in September with regards to our plans for the sixth form curriculum and I would like to update you on some matters.

Timing of exams

We will, once again, run an internal exam period for Year 12, to coincide with the main period of public exams. This will take place in the fortnight beginning Monday 13th May, running until the half term break (Friday 24th May). During this time, the students will sit A-level style papers in all subjects and will be granted study leave for the time where they are not required for an exam. The vast majority of papers will take place in the sports hall and Lecture Theatre and all will be invigilated in the same way as public exams. We are treating all exams with the same level of seriousness and will expect an appropriate medical note (or relevant document) if a student is absent for any paper.

Setting, marking and security of exam papers

Over the past few years, we have worked with Heads of Department to agree consistency in the approaches to setting the exams. I have encouraged staff to work with the exam boards (including being involved in pilot projects) in order that the papers we set are as realistic as possible. Mark schemes are carefully designed and every effort will be made to make these secure. They will not simply be past papers or specimen materials produced by exam boards. All marks will be moderated and grade boundaries set based on exam board guidance and modelling based on previous A-level performance at QMGS. I have instructed the examinations office to treat these papers with the same level of integrity as with external exams.

Publication of results and follow up procedures

We intend to publish the internal exam results on Wednesday 3rd July. We will use this opportunity to review the results with students and invite parents in (if necessary) to discuss potential issues. Despite not having a transition policy (as in previous years) it may be necessary to consider options if there is a significant underperformance.

UCAS predicted grades

We will continue our policy of basing UCAS predicted grades on the outcomes of the exams at the end of Year 12. In the past, this has been related to performance in the public AS papers, but this will remain the same for our internal exams. As described, we are taking measures to make sure that these exams are as close as possible to official procedures. Heads of department will be allowed to adjust the grades upwards by one, based on their professional judgement of performance over Year 12.

Please see overleaf

Any appeals following this process should be in writing to myself by the deadline of the October half term. I will base my decision in these on a review of Year 12 performance, along with attainment and attitude in the first part of Year 13. I will be able to (if appropriate following these enquiries) raise predicted grades by a maximum of two over their performance in the Year 12 exams.

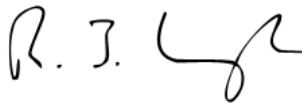
It is vital that we have a consistent and strict approach to setting UCAS grades in order to maintain our excellent reputation amongst higher education institutions and I am confident that this approach achieves this.

Follow up and questions

I appreciate that there may be a series of questions regarding the matter and I will be speaking during the *Futures Evening* for Year 12 on Thursday 7th February. I will also be available during the Year 12 parents' evening on Thursday 28th March.

Thank you for your continued support.

Yours sincerely,



Richard Langton
Headmaster

Please return the completed slip to the Sixth Form Office

Y12 Summer exams and predicted grade information - January 2019

I have read and understood the school's arrangements for Year 12 Summer exams and the deadline of October half term for any written request for predicted grade changes to be lodged with the Headmaster. I understand that I should speak with the relevant Head of Department about a predicted grade increase by one grade **before** writing to the Head.

Student name: ----- Tutor Group: -----

Signed (student):



Queen Mary's Grammar School

Headmaster: R J Langton, M A

Signed
(parent):-----

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