



11 January 2022

Dear Parent/Guardian

### **Year 11 - Summer Examination Contingency Plan**

In November, the Department for Education and Ofqual published their contingency plan for the summer 2022 examination series:

<https://www.gov.uk/government/publications/guidance-on-contingency-arrangements-for-gcses-as-and-a-levels-in-summer-2022/guidance-for-schools-colleges-and-other-exam-centres-on-contingency-arrangements-for-students-entering-gcses-as-and-a-levels-the-advanced-extension>

**In this they have stated that they are fully committed to public examinations going ahead in the summer of 2022** but have set out a contingency plan if the summer 2022 examination series is cancelled due to the pandemic.

If this were to happen students who are entered for examinations would be assessed using Teacher Assessed Grades (TAGs), like the approach used in 2021.

### **Assessment Periods**

The contingency plan recommends that schools have three formal assessment periods across the year. For Year 11 these are:

- PPE 1\* – Wk. beginning 1 Nov 2021 (English Lang Mon 24 Jan 2022)
- PPE 2 – Wk. beginning 28 March 2022
- PPE 3 – This would be planned for May, but only if public examinations are cancelled.

\*Pre-Public Examination (PPE)

In line with this guidance, students have been told that their performance in their PPEs would be used as part of the evidence to determine a TAG if exams are cancelled.

The expectations for these assessments, is that they should be completed under exam-like conditions. For example, students:

- should not know the questions in the assessment beforehand
- should work independently and without assistance (other than as required for a reasonable adjustment)
- should not have access to books or revision notes and the assessment should be timed and supervised

## Malpractice

This also means the PPEs are now subject to exam board malpractice rules.

JCQ have stated “that any students who attempts to gain an unfair advantage during the centre’s delivery of assessments by, for example, being in possession of/using a mobile phone, submitting fabricated evidence or plagiarised work. Such incidents would constitute malpractice and centres must report these immediately to the appropriate awarding organisation.”

To maintain the integrity of the assessments and to mitigate the risk of malpractice, we will ask that all students follow the JCQ public exam rules stipulated below during the PPEs:

- **Students must not have a mobile phone, watch, or smart device on their person.** These must be switched off and placed in their bags at the front of the venue.
- **Students must not have any written notes on their person,** (this includes in their pencil case)
- **Students must remain in silence from entering the exams venue, until they leave the exam venue.**

Any failure to follow these rules, will be reported to the relevant examination board, who will then inform the school of any actions to be taken. In previous public exams seasons, the above infringements have led to **disqualification**.

## Absence

In the event of absence due to illness or isolation, a paper will set when the student has recovered and returned to school. This will be organised via the exams team.

## Retention of Papers

The original student work must be retained by the school. Students will be allowed to make copies/take photos of their work and feedback to help support their learning.

## Mitigating Circumstances

If you feel that you wish to raise any mitigating circumstances around an assessment period which would warrant special consideration, please can you email the Head of Year. It is important that students/parents raise these issues at the time of the assessment.

Should you have any queries regarding the process for public examinations, please contact your appropriate Head of Year in the first instance.

Please note that we cannot answer questions regarding how Teacher Assessed Grades might be calculated, this guidance will only be published if the public exams are cancelled.

Yours sincerely



Mrs A Morgan  
Senior Deputy Head