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# THE COOPERS' COMPANY AND COBORN SCHOOL

*Love as Brethren*

Headteacher: Ms Sue Hay, BA(Hons), PGDip, NPQH

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26<sup>th</sup> March 2021

## Re: GCSE Grades evidence and assessment period- Student booklet

Dear students, parents and carers

Following on from the recent virtual presentation and communications regarding GCSE grades ([CLICK HERE](#)), I can now share with you further information on the upcoming CSAs (centralised standardised assessments), in-class assessments and overall subject evidence plans.

Please note that we are still awaiting final guidance from the exam boards and there may be some minor adjustments as we proceed but this will be communicated to you as soon as possible.

### Included in the booklet:

- **Subject page:**
  - For each subject there is clear information on upcoming CSAs and in-class assessments including the topics that will be included.
  - Other evidence to be considered: each subject has listed evidence they are *considering* including towards the teacher assessed grades at this stage. Please note that as we receive further guidance from the exam boards this may change and a final list of evidence used for each individual student will be communicated to you, before the grades are submitted, later on next term.
- **Generic CSA timetable:**
  - This shows an overview of the GCSE CSAs coming up next half term. Please note that every student will receive an individual copy of their timetable next week.

### Further information to follow:

- **In class assessment timetable:**
  - An individual letter will be issued to students next week detailing the dates of both the upcoming in-class assessments and a personalised CSA timetable sheet will also be included.

### Further key points about the upcoming assessment period:

- As explained in my presentation, there will be variations between subjects in terms of the amount of assessment coming up and evidence to be included towards the teacher assessed grades. Subjects have been affected in different ways during the pandemic, some have more evidence than others, there are different assessment objectives and there has been a lot of thought put into the process to make it is a fair, and flexible, as possible. Please do not compare subjects to each other and be reassured that there are sound reasons behind all of the choices using professional judgement and departmental expertise.



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- A reminder that exam boards will be issuing further guidance shortly to ensure that all schools follow robust internal quality assurance measures along with external checks to maintain the integrity and validity of each school's process and the grades awarded. More information on this will be communicated in due course.
- **Access arrangements** – students that receive access arrangements (for example extra time) will have these in place for the CSAs and the in-class assessments. There will be a separate room for students to attend to receive these adjustments and this will be communicated on the individual timetable issued next week.
- **Protocols for CSAs:**
  - Students should ensure they leave bags in suitable areas of the school (e.g. the bag racks / lockers).
  - All mobile devices and watches must be removed
  - Students should line up in Coborn Court (for assessments in the Sports Hall) and Coopers Court (for assessments in the Theatre) at least 20 minutes before the assessment begins
  - Face coverings need to be worn at all times when students are sitting assessments (either the CSAs or in-class) in line with government guidance. Should this change after Easter we will communicate this to students as soon as possible.
  - Normal lessons will continue during the CSA period. If you do not have an exam you will be expected to be in lessons. Any variations to this will be communicated to students.
  - If a student is self-isolating, due to Covid, there will be an arrangement in place to ensure they are not disadvantaged. If this occurs, please contact the exams office immediately on 01708 251807 / 01708 255484, or email: [exams@cooperscoborn.co.uk](mailto:exams@cooperscoborn.co.uk) (Mrs Titley /Mrs. Butler), and further instructions will be issued.

Finally, I will be running a parent Google Meet 'live stream' on **Wednesday 31<sup>st</sup> March at 5pm** to run through the overall process for the upcoming assessment period and latest information on grading. The link for this will appear in the Year 11 Pastoral Google Classroom page on the day. Please note that parents will need to be logged into their son/daughter's Google Classroom account in order to access this stream.

Thank you for your continued support and please do not hesitate to contact me if you have any questions at all.

Yours faithfully

Mr Mark Duncan  
Assistant Headteacher