



## Queen Mary's Grammar School

Headmaster: R J Langton, M A

15<sup>th</sup> January 2018

Dear parent/guardian

### **Arrangements for formal assessments in Year 12 – Summer 2018**

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 14<sup>th</sup> May, running until the half term break (Friday 25<sup>th</sup> 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. There will also be a small number of short papers in the week beginning 7<sup>th</sup> May. The vast majority of papers will take place in the sports hall 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**

I have been continuing to work 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 will, equally, be 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 4<sup>th</sup> 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

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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.

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 enquires) raise predicted grades by a maximum of two over their performance in the Year 12 exams.

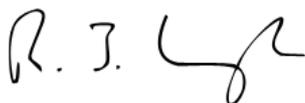
It is vital that we have a consistent and strict approach to setting UCAS grades in order to maintain our excellent reputation amongst higher education institutions and I am confident that this approach achieves this.

### **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 8<sup>th</sup> February. I will also be available during the Year 12 parents' evening on Thursday 22<sup>nd</sup> March.

Thank you for your continued support

Yours sincerely

A handwritten signature in black ink, appearing to read 'R. J. Langton'. The signature is written in a cursive style with a large, sweeping flourish at the end.

Richard Langton  
Headmaster