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24th March 2020

Dear Parent/Carer,

I understand that this is a difficult and confusing time for Year 11 and 13.

On Friday 20 March the Department for Education released an initial statement regarding the awarding of exam qualifications this year. The statement can be viewed [here](#). The exam boards have also sent initial communication to schools about what they understand regarding the process.

The key details are summarised below:

1. Regulators will develop and set out a process that will provide a calculated grade to each student which reflects their performance as fairly as possible, and will work with the exam boards to ensure this is consistently applied for all students.
2. Exam boards will be asking teachers, who know their students well, to submit their judgement about the grade that they believe the student would have received if exams had gone ahead.
3. To produce this, teachers will be asked to take into account a range of evidence and data including performance on PPEs and non-exam assessment. Clear guidance on how to do this fairly and robustly will be provided to schools and colleges soon.
4. Exam boards will then combine this information with other relevant data, including prior attainment, and use this information to produce a calculated grade for each student, which will be a best assessment of the work they have put in.
5. Regulators and exam boards will be discussing with teachers' representatives before finalising the approach, to ensure that it is as fair as possible. More information will be provided as soon as possible.
6. The aim is to provide these calculated grades to students before the end of July.
7. These grades will be indistinguishable from those provided in other years.
8. The exam boards will also aim to ensure that the distribution of grades follows a similar pattern to that in other years, so that this year's students aren't disadvantaged.
9. Students will be able to appeal their grades if they don't believe the right process has been followed.



10. There will also be an option to sit exams early in the next academic year for any students who wish to – and students can also choose to sit exams next summer.

With regard to points 2 and 3 in particular, we are asking parents and students not to contact the school or individual teachers about individual circumstances.

Once we have further guidance from the exam boards we will undertake a rigorous whole school approach to providing the data they need. Until we have that guidance we regret that we are unable to share any data with parents and students nor can we discuss arrangements being made in school. For this reason we are also not able to share any predictions (beyond what we have previously shared in reports) with parents or students.

At the moment, there has been no specific guidance regarding actions around private entries for examinations (for example where a student has requested sitting a language exam but it is not part of their timetabled curriculum). When there is further information regarding this we will contact individuals concerned.

Please be assured that Chiswick School will do everything we can to make sure that the grades awarded to our students accurately reflect their ability, hard work and effort. We are planning the most appropriate academic support for the students at this point of transition and will try to ensure that students are fully prepared for the next step of their education.

Staff will continue to set some work for Year 11 and 13 until we have further guidance from the exam boards. We understand that many students are anxious and want to reassure them we will communicate again by the end of the week. We will do everything we can to help them manage the process.

Yours sincerely,

Ms Young
Exam Officer