



**ST JOSEPH'S CATHOLIC HIGH SCHOOL**  
Roman Catholic School  
in the Diocese of Northampton  
Headteacher: Mr C Stapleton MA, NPQH



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“The glory of God is  
a human being fully alive!”

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18 June 2021

Dear Parent/Carer,

On the 28<sup>th</sup> March, the Joint Council of Qualifications (JCQ) (the organisation in charge of how exam grades are awarded) published their guidance of how schools will determine final grades awarded to students by exam centres in the GCSE, Cambridge Nationals, Extended Project Qualification (EPQ), AS/A Levels and BTEC qualifications. Following this publication, Exam Boards for each subject have informed centres how students can be assessed in their respective subject, created and provided additional school assessment materials as well as asking centres to use assessments already provided by exam boards. Both internal and external quality assurance mechanisms and what this will look like for schools (there will be targeted and random checks on schools to assure procedures and standards are met) have also been outlined by the JCQ. In addition to this, both the JCQ and exam boards have given guidance on what material can be used already carried out by St Joseph's since September 2020

Key points from the JCQ guidance states the following:

- *The exam boards will be asking teachers, who know their students well, to submit their judgement about the grade that they believe their student should receive based on assessing students' performance on the content that has been delivered to them so far.*
- *This means ensuring GCSE, A and AS level students are awarded a grade which fairly reflects the work that they have put in.*
- *clear guidance on how to do this fairly and robustly will be provided to schools and colleges from the exam boards*
- *Awarding organisations will provide centres with a package of support materials to assist in the determination and submission of grades, provide contacts and answer queries. This will include questions, mark schemes, exemplar materials and grade descriptors. Awarding organisations will provide training, support and guidance in a format to be defined; details will be provided by awarding organisations.*
- *Schools will outline the roles and responsibilities of individuals in the centre;*
- *detail what training and support will be provided to centre staff involved with the process, including any training around bias and objectivity in assessment and grading decisions;*
- *confirm the approach to be taken when determining teacher assessed grades, including consideration of evidence and how that evidence informs students' grades;*
- *detail the internal quality assurance processes that are in place;*

St Joseph's Catholic High School has created a Centre Assessment Policy (attached) outlining all expectations outlined by JCQ and how this will be conducted by us.

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**St Thomas Catholic Academies Trust | Registered Company Number: 9660515**

**Registered office: St Joseph's Catholic High School, Shaggy Calf Lane, Slough, Berkshire, SL2 5HW**

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Throughout the year, we have used a range of evidence and data including performance on ~~mock exams and non-exam assessment~~ to come to a judgement that best reflects your son/daughter progress to date as well as using the May Series Centre Assessments.

As a school the evidence available to us in order to come to our judgements are:

- Whole past papers
- Additional assessment materials provided by exam board
- Completed or incomplete Non-examined Assessment (often referred as Coursework)
- Mock Exams
- Substantial class or homework (including those that took place during remote learning)
- Internal tests taken by students
- Records of a student's capability and performance over the course of study in performance-based subjects such as music, drama and P.E
- Records of each student's progress and performance over the course of study
- Other - In addition to the above, if any students have not had the opportunity to sit or provide some of the above, class work, homework and additional evidence will be used in order to come to a judgement that fairly reflects a student's performance to date. Students will be individually told if this additional evidence is required.

In each subject at BTEC, the evidence specifically used to reflect the above and allow for a fair and robust judgement to be made are:

**BTEC Business**

Type of evidence	Completion of work by students
PPE exams	Students had a PPE exam in the <b><u>October series held in school</u></b> made up of Unit 3.
Whole past papers	Students sat an external exam by Pearson for Unit 2 paper in January.
Coursework	Students have completed Unit 1 coursework and submitted it to the SV.  Students have also done some work on Unit 8 coursework.
Additional assessment materials provided by exam board	Students have taken additional assessment questions for Unit 2 and Unit 3 in the <b><u>May Series of Assessments</u></b> provided by Pearson.

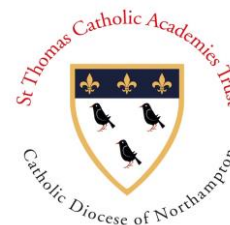
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**BTEC Health and Social Care**

Type of evidence	Completion of work by students
Whole past papers	Students sat a past paper in the <b><u>March Centre Assessments held in school.</u></b>
External Exam	Students sat two external exams in <b><u>January</u></b>
Coursework	Students have completed two pieces of coursework under the exam boards restrictions
Additional assessment materials provided by exam board	Students have taken additional assessment questions in the <b><u>May Series of Assessments</u></b>

**BTEC Music Performance**

Type of evidence	Completion of work by students
Completed Units from Y12	Students completed units for:  Unit 2 Professional Practice in the Music Industry - JUNE 2020  Unit 6 Solo Performance - JULY 2020
Other Whole units completed	Students completed the whole of :  Unit 3 Ensemble Music Performance - JUNE 2021
Additional assessment materials	Students provided evidence of work from Unit 1:  Unit 1 Learning Aim A – Standards Verification completed APRIL 2021  Learning Aims B-D: Exercises of adding chords to a melody/ Adding melody to chords/ transposition exercises/developing a melody have also been completed

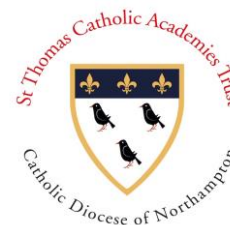
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### **BTEC Performing Arts**

<i>Type of Evidence</i>	<i>Completion of work by students</i>
<i>Recording of performances</i>	<i>There are various recordings of workshops and rehearsals. Some recordings have been sent by home</i>
<i>Unit 1</i>	<i>This was an external unit and marked by Pearsons. Completed and banked</i>
<i>Unit 2</i>	<i>This unit is incomplete. There is some evidence of log books and a rehearsal of their performance</i>
<i>Unit 3</i>	<i>External unit completed and marked by SD performance and milestones 1 to 4</i>
<i>Unit 19</i>	<i>Log books and some workshop performances</i>

### **BTEC Sports**

<i>Type of evidence</i>	<i>Completion of work by students</i>
<i>Whole past papers</i>	<i>Students sat a past paper in the <b><u>March Centre Assessments held in school.</u></b></i>
<i>External Exam</i>	<i>Students sat two external exams in <b><u>January</u></b></i>
<i>Coursework</i>	<i>Students have completed two pieces of coursework under the exam boards restrictions</i>
<i>Additional assessment materials provided by exam board</i>	<i>Students have taken additional assessment questions in the <b><u>May Series of Assessments</u></b></i>

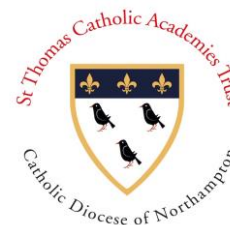
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**BTEC Travel and Tourism**

Type of evidence	Completion of work by students
Mock exams	Students sat a mock exam in the <b>October PPEs series</b> made up of Unit 1: The World of Travel and Tourism and Unit 2: Global Destinations. (May not be used on the basis of real exams being sat in January)
Whole External Examinations	Students sat whole papers set externally in exam conditions for Pearson in January 2021. This was Unit 1: The World of Travel and Tourism and Unit 2: Global Destinations.
Internal Assessment - Coursework	Students have completed their Unit 4: Managing the Customer Experience in Travel and Tourism and Unit 9: Visitor Attractions internal assessment, including their presentations. Both units were internally verified and unit 4 passed the external moderation from Pearson.
<i>Internal tests taken by students</i>	Select few pupils who did not attend the January series set by Pearson will complete the same assessment in test conditions in class.

If you would like to discuss this further please contact me at [j.gibbons@st-josephs.slough.sch.uk](mailto:j.gibbons@st-josephs.slough.sch.uk) or phone the school office.

Yours sincerely

James Gibbons

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