



# PARMITER'S SCHOOL

FOUNDED 1681

Headmaster: Mr M Jones BA MEd

25 September 2019

Dear Year 12 Parent/Carer

I hope that your son/daughter has made a positive start to Year 12 and that s/he is enjoying the Sixth Form experience. I am writing to remind you of some of the assessment requirements of the A Level courses, share important information with regard to access arrangements and special considerations for public examinations and highlight the timings of Year 12 school examinations, Parents' Evening, report and gradesheet.

The **Year 12 Parents' Evening, on Tuesday 26 November 2019**, will provide early contact from your son's/daughter's teachers and offer some valuable advice about how to engage with the challenge of A Level study.

In **mid-March 2020** you will receive subject reports for your son/daughter. This will include forecast and effort grades. Forecast grade are based on what teachers believe a student is most likely to achieve at the end of the course. Please note, these are not necessarily the same as UCAS reference predicted grades.

**Year 12 school examinations will take place between Monday 11 May and Friday 22 May 2020.** We hope that this timing will allow students, and families, to enjoy the half-term break and that the students will return to school in June with renewed focus and energy.

In **July 2020** you will receive a brief pastoral report, along with updated teacher forecasts and effort grades.

**Non-Examination Assessment (NEA)**, more commonly referred to as coursework, forms part of overall assessment in many subjects in the Sixth Form. **A calendar showing when Sixth Form students will be preparing for or completing NEA tasks is available on the school website (please follow links for Parents, then Curriculum, Homework, Assessment & Exams and select the relevant year group).** In order to help our students to achieve their full potential, all requests for absence during periods of coursework will be refused, except in the most exceptional of cases. All Year 12 students will attend an assembly where they will be reminded of the regulations with regard to non-examination assessment.

The following documents, which may be of interest to you, are also available via the school website (under *Parents, then Curriculum, Homework, Assessment & Exams*):

- 'Information for Candidates' documents that are distributed by JCQ on behalf of the examination boards, explaining the regulations with regard to written examinations and non-examination assessment.
- JCQ 'Information for Candidate – Privacy Notice.'

The following policies may also be of interest (under *Parents*, then *Policies*):

- Non-examination Assessment policy
- Public Examination' policy
- Internal Appeals policy
- Accessibility policy in relation to examination.

**Access arrangements for public examinations** are put in place to allow students with special educational needs, a physical disability, a long-term medical condition, a psychological condition or temporary injury to access the examination or assessment. Examples of access arrangements may include a modified examination paper, extra time, supervised rest breaks or a live voice in a listening examination. In general, these must be applied for and agreed well in advance of an assessment. If you believe that the school should be applying for access arrangements on behalf of your son/daughter and **we are not currently aware** of any special educational needs, physical disabilities, long-term medical or psychological conditions, please contact Mrs Berks immediately by letter or email ([e.berks@parmiters.herts.sch.uk](mailto:e.berks@parmiters.herts.sch.uk)).

**Special consideration** is a post-examination adjustment to a student's mark or grade applied when their performance in an assessment or examination has been adversely affected by an event beyond their control. For example, a temporary illness or injury, an emotional issue, a bereavement or a domestic crisis at the time of the assessment. If your son/daughter has a medical, social or emotional issue, please contact Miss Bliss ([k.bliss@parmiters.herts.sch.uk](mailto:k.bliss@parmiters.herts.sch.uk)) immediately by letter or email, briefly outlining the necessary details so that we are aware and can offer advice. Please note that special considerations cannot be applied for once an examination season has finished, so if there is an issue affecting your son's/daughter's performance at the time of the examinations it is vital that Miss Bliss is contacted immediately. In consultation with relevant staff and Mrs Berks, Deputy Headteacher, we will then establish whether the criteria for special consideration have been met.

### **Homework**

Sixth Form students are expected to manage their own time outside of lessons. Teachers may use satchelone.com (Show My Homework), Google Drive or student email to communicate homework. Periods when students are not in timetabled lessons should be spent completing independent study and work set by their teachers.

I thank you for taking the time to read this important information.

Yours sincerely



Ms G Absalom  
Assistant Headteacher