



3rd February 2021

Dear Parent/Carer,

Assessments in English

We hope this letter finds you all well and that your son/daughter is finding the English live lessons and accompanying resources useful. We have certainly enjoyed 'seeing' them over the past few weeks! Whilst we are all very eager to have them back in school and teach face-to-face, we must continue to be prepared to teach and learn virtually and so we turn to remote assessment.

Assessment is part of any curriculum. The English department is continuing to assess students' learning in a variety of different ways, both in the lesson and in our feedback of work. However, it is essential that students have the opportunity to be formally assessed. With this in mind, and as we come to the end of these units of work, we are setting end of unit assessments for all students across all year groups. **Information regarding dates and times will come out to you via text message** but we wanted to take this opportunity to share with you our basic expectations and how the process will work, given that the remote nature of the current education adds an extra layer of complexity. We have tested this with Year 11 this week and intend on rolling out the same process to other year groups over the next two weeks.

Process

- Students will be told about assessments in lessons in advance of them happening. Teachers will go through the content, expectations and technical details in the lesson before the assessment.
- Teachers will spend the first few minutes of the assessment lesson reiterating these.
- The assessment will be scheduled for release at a certain time to all students via **Teams assignments AND email**.
- Students will then be given a set amount of time to complete the assessment.
- Students will be given a '5 minutes left' warning.
- At the end of the set time, students will be asked to submit their assessment via Teams assignment or email. **This assessment can either be typed or handwritten**. In the case of the latter, students must take a photograph of the work and upload it to Teams or attach it to an email.
- Students will be given 5 minutes to ensure they have submitted their work and, once their teacher has received it, they will be allowed to leave the lesson if it is at the end of the allotted lesson time. If the assessment is shorter, the teacher will resume teaching the group.

Once the assessment has been 'released', students MUST let their teacher know if they have not received it ASAP.

Expectations

- Students are expected to take these assessments seriously. Assessments give all involved (students, teachers and parents) vital information about student progress and attainment. Students and parents will have a clearer understanding of their strengths and areas for development and teachers will be able to tailor their teaching to effectively meet the needs of their students.
- Students are encouraged to revise for these assessments and will be guided by their teachers with regards to how to do this.
- If they have worries or questions about the assessments, either before or during them, they should seek out help immediately, either via the chat function or email. Students are also expected to submit their work on time to ensure consistency and fairness for all.





Year 10 and 11

Year 10 and 11 students have been entered for official examinations this year and teachers will be required to come to an informed judgement about each student's performance. Assessments like the coming ones will form part of that judgement. It is, therefore, essential that all students approach their assessments with care, attention and maturity.

Taking photos of work

If students are handwriting their assessments, it is vital that they write in a clear and legible way and take clear photographs of the finished work. A teacher must be able to read the work! This may require your child to take several photos, especially if the assessment spans multiple pages.

How you can support

We would very much appreciate it if you could speak to your child about their upcoming assessments, encouraging them to revise and put their best efforts in. We understand how busy you are and don't ask for anything more than this. The responsibility for being prepared for these assessments and submitting them within the timeframe lies with the students themselves. Rest assured, the English team will share all the relevant information and offer as much guidance and support as possible to help make this process a success.

Thank you in advance for your support and we look forward to seeing our students do themselves proud over the coming weeks.

Kind regards,

Victoria Storer-Young

Acting Head of English/Lead Practitioner (Remote Learning)