



# Norbury Manor Business & Enterprise College for Girls

*Realising potential,  
nurturing leaders  
of the future*

Mrs Markieu Hayden  
BEd, NPQH  
Headteacher  
T: 020 8679 0062  
E: admin@nmbec.org.uk  
W: nmbec.org.uk

Kensington Avenue  
Thornton Heath  
Croydon  
CR7 8BT

Monday 1<sup>st</sup> February 2021

Dear Parents/Carers,

RE: KS3 Remote Assessment Week

Due to the National Lockdown which is in place to at least the beginning of March, the school has moved to our online and remote learning schedule. Students have been accessing live lessons and work using our Google Classroom platform.

The week beginning **22<sup>nd</sup> February**, marks the start of your daughter's remote assessments, where she will complete a test or task for each of her subjects and submit this for marking and feedback.

As long as schools are closed, assessments will be administered online due to Covid restrictions. In order to ensure these are conducted as fairly as possible there are strict guidelines students need to follow to ensure their work can be accepted, especially regarding submission time.

Please find an outline of full plans along with her assessment schedule below. Please ensure your daughter reads these very carefully.

## Assessment Information and Guidelines

- Students will sit an assessment in each subject they study; these will be conducted on the Google Classroom platform.
- The timetable for when each assessment is has been designed to complement the remote teaching schedule – this can be found at the end of this letter.
- Attempts have been made to limit 2 assessments to each day but this has not always been possible.
- During the assessment window, students will not have live-taught lessons as they use the time to prepare and revise for their next assessment. Revision tasks will be set instead.
- Assessments will either begin: 10am, 12pm or 2pm. Please ensure your daughter has checked her assessment schedule properly.
- Students should attend form time as normal each day for registration (9am).
- Most assessments will be 30-60 mins in length depending on the subject and content of the assessment.
- All assessments must be submitted on Google Classroom within 10 minutes of the end time. Failure to do this is likely to result in the assessment not being accepted. As you will agree, we have to safeguard the validity of the work completed and we cannot allow students to have an unfair advantage by having additional time.
- Due to having to work remotely and therefore catch-up options are limited, if assessments are missed it is unlikely these will be allowed to be completed at a later date due to organisational constraints.

### Ahead of the remote assessment

- Teachers will post assessment information on the Google Classroom platform at least 1 week prior to the assessment date. This will include:
  - Assessment length
  - Revision/Topic list



- Materials they are allowed to have while sitting the assessment (if any)
- How the assessment will be completed: Google form/Word document or another format so students know what to expect

### **Sitting the remote assessment**

- Students should log into your Google classroom 5 minutes before the schedule start time; ensure they have answered the 'are you present' register question.
- Students will need to have access to an electronic device that they can type on (e.g. laptop, PC, tablet with a keyboard). **They should not take these assessments using a mobile phone.** If circumstances have changed and your daughter no longer has access to the internet or a suitable electronic device, please contact me as a matter of urgency.
- Students are allowed blank paper and their pencil case but they must complete their assessment on their device and submit it within the assessment window.
- Students are not allowed to refer to any revision materials during their assessment. Referring to their schoolbooks, revision books, any notes or speaking to another person about their work (unless explicitly told this is permitted) is considered cheating and their assessment will be void if they are found to be seeking an unfair advantage.
- Students should submit their assessment within 10 minutes of the end time – this will be scheduled on Google Classroom. **They must ensure they have submitted it by the end time or it may not be accepted.** Each submission is time-stamped once submitted.
- Once your daughter's assessment is submitted they should they may leave the online classroom.

### **Important notes**

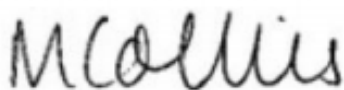
- Students who receive extra-time as an access arrangement will still be offered this during their assessment.
- As you can appreciate, grades can only be assigned if work is completed. If your daughter fails to complete an assessment, this will be recorded as NC – Not Complete.
- The results of these assessments will inform your daughter's next school report.

### **Summary Note**

Finally, the academic year is far from over and students have a good amount of time to demonstrate their strengths, build on areas that need it and develop in each of their subjects, the assessment process an important part of that improvement and educational growth. Approaching this remotely is new for the majority of schools in the country and something we will adapt to and make work for our students.

I hope the above details have provided clarity on the assessment protocol for KS3 this term. Please ensure your daughter has read these thoroughly and preparations have been made to suitably prepare. A reminder the Spring assessment schedules can be found at the end of this document.

Yours sincerely,



Mrs M Collins  
Deputy Headteacher for Raising Standards  
Email: mottram@nmbec.org.uk

## KS3 SPRING ASSESSMENT SCHEDULES:

<b>-YR 7 SPRING VIRTUAL ASSESSMENT WEEK –</b>				
	<b>9am</b>	<b>10am</b>	<b>12pm</b>	<b>2pm</b>
<b>Monday 22<sup>nd</sup> February</b>	<b>FORM TIME</b>	PE Test	No Live Lesson	Maths Test
<b>Tuesday 23<sup>rd</sup> February</b>		English Test	No Live Lesson	Science Test
<b>Wednesday 24<sup>th</sup> February</b>		No Live Lesson	Art & Textiles Test	No Live Lesson
<b>Thursday 25<sup>th</sup> February</b>		Humanities Test	No Live Lesson	Product Design & Food Tech Test
<b>Friday 26<sup>th</sup> February</b>		No Live Lesson	Languages Test	No Live Lesson
<b>Monday 1<sup>st</sup> March</b>		Live Lesson as normal	Live Lesson as normal	Live Lesson as normal
<b>Tuesday 2<sup>nd</sup> March</b>		Accelerated Reader STAR Test	Live Lesson as normal	Live Lesson as normal

<b>-YR 8 SPRING VIRTUAL ASSESSMENT WEEK – 22<sup>nd</sup> February – 26<sup>th</sup> February</b>				
	<b>9am</b>	<b>10am</b>	<b>12pm</b>	<b>2pm</b>
<b>Monday 22<sup>nd</sup> February</b>	<b>FORM TIME</b>	No Live Lesson	DT (TX/PD/ FT) Test	PE Test
<b>Tuesday 23<sup>rd</sup> February</b>		Science Test	No Live Lesson	Languages Test
<b>Wednesday 24<sup>th</sup> February</b>		Humanities Test Geography & RS	No Live Lesson	English Test
<b>Thursday 25<sup>th</sup> February</b>		Art Test	No Live Lesson	No Live Lesson
<b>Friday 26<sup>th</sup> February</b>		Maths Test	Humanities Test History	No Live Lesson

<b>-YR 9 SPRING VIRTUAL ASSESSMENT WEEK – 22<sup>nd</sup> February – 26<sup>th</sup> February</b>				
	<b>9am</b>	<b>10am</b>	<b>12pm</b>	<b>2pm</b>
<b>Monday 22<sup>nd</sup> February</b>	<b>FORM TIME</b>	Science Test	No Live Lesson	Languages Test
<b>Tuesday 23<sup>rd</sup> February</b>		Citizenship Test	English Test	Art Test
<b>Wednesday 24<sup>th</sup> February</b>		Drama Test	No Live Lesson	Maths Test
<b>Thursday 25<sup>th</sup> February</b>		No Live Lesson	Geography & History Test	No Live Lesson
<b>Friday 26<sup>th</sup> February</b>		No Live Lesson	Computing Test	DT (TX/PD/ FT) Test