



Wednesday 13th January 2021

Dear Parents/Carers,

RE: Yr 10-13 Formal Assessments and Mocks (remotely)

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

You may also be aware, that summer GCSE and A-Level examinations have been cancelled. Instead, students who would have sat examinations this summer will be assigned grades using centre-assessed-grades (CAGs) in some form, but full details of this year's approach are currently in consultation.

It is important to note that professional judgements regarding centre-assessed-grades are evidence based, founded on student performance over the length of their course, specifically in topic tests; open book assessments; formal assessments; full mock examinations, participation in lessons and any other evidence that is set and marked. Therefore, everything your daughter has done toward her studies and will do for the rest of the academic year will be considered.

As such, to support the gathering of evidence for important decisions regarding student performance there will be two formal assessment periods in the Spring term. Yr 10 and 12 students have been included in these formal assessment plans as it is crucial, (like at Yr 11 and 13) teachers are able to gauge where they are at, be transparent with performance and provide meaningful feedback on how to improve.

As long as schools are closed, these formal 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.

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

Assessment Windows

	Spring 1	Spring 2
Yr 10	4 th Feb – 11 th Feb	As directed by subjects (if required)
Yr 11	28 th Jan – 4 th Feb 2021	Formal Mock Exams begin: 8 th March
Yr 12	1 st Feb – 3 rd Feb 2021	As directed by subjects (if required)
Yr 13	1 st Feb – 3 rd Feb 2021 (Students who take Criminology will sit a controlled assessment on 4.2.21)	Formal Mock Exams begin: 8 th March



Spring 1 Assessment Information and Guidelines

- Students will sit a formal assessment in each subject they study; these will be conducted on the Google Classroom platform.
- Students will be required to work with their camera on while completing their assessment. This is for invigilation purposes to minimise cheating or plagiarism and ensure assessments are completed in a fair and equitable manner, under the circumstances.
- 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.
- No student should have more than 2 assessments a day.
- 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 work will be set.
- Assessments will either begin: 10am, 12pm or 2pm. Please ensure your daughter has checked her assessment schedule properly.
- The assessments will range from 30 mins to 1 ½ hours depending on the subject and content of the assessment.

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

- A reminder that during the assessment your daughter must keep your webcam on (your microphone should be muted).
- 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 5 minutes of the end time – this will be scheduled on Google Classroom. They must ensure they have submitted it by the end time. Each submission is time-stamped once submitted.
- Once your daughter's assessment is submitted 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 not submitted (U grade).
- The results of these assessments will be included on your daughter's next school report.

Spring 2 Mock Period

The Spring 2 Yr 11 and 13 formal mock period is scheduled to begin 8th March. This has been postponed previously. If the school continues to be closed due to national or local restrictions these will be sat remotely.

In order to ensure the mocks are sat in the fairest way possible and in a manner that ensures their validity as mocks, these will be completed using a software called Inspira. This exam platform helps provide increased exam security using a number of features to ensure exams that are sat are done so more securely, something of great importance when approaching full practice examination papers. Details of the mock period and how to log-in to Inspira will be provided after your daughter's Spring 1 formal assessments in a separate letter.

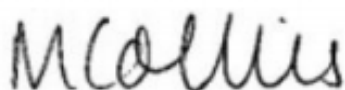
Summary Note

Finally, the cancellation of the summer exams has brought about a mixture of feelings in students across the country: some wanting to sit the papers after all their hard work and others relieved due to so much missed face-to-face teaching. It has been difficult and frustrating when the situation continues to change under our feet; the Norbury Manor staff and students have faced this frequent change with great strength, persistence, and resilience.

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 this term. Please ensure your daughter has read these thoroughly and preparations have been made to suitable prepare. A reminder the Spring 1 formal assessments can be found at the end of this document.

Yours sincerely,



Mrs M Collins
Deputy Headteacher for Raising Standards
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SPRING 1 FORMAL ASSESSMENT

-YR 11 SPRING VIRTUAL ASSESSMENT WEEK – 28th Jan – 4th February				
	9am	10am	12pm	2pm
Thursday 28th January		Biology Assessment	Revision No Live Lesson	Live Lesson as normal
Friday 29th January	FORM TIME	Revision No Live Lesson	English Language Assessment	Live Lesson as normal
Monday 1st Feb		Maths Assessment	Revision No Live Lesson	English Literature Assessment
Tuesday 2nd Feb		Block A Assessment	Physics Assessment	Revision No Live Lesson
Wednesday 3rd Feb		RS Assessment	Block B Assessment	Revision No Live Lesson
Thursday 4th Feb		Chemistry Assessment	Revision No Live Lesson	Block C Assessment

-YR 12 SPRING VIRTUAL ASSESSMENT WEEK -				
	9am	10am	12pm	2pm
Monday 1st Feb	FORM TIME	Option A Assessment	Revision No Live Lesson	Option B Assessment
Tuesday 2nd Feb		Revision No Live Lesson	Option C Assessment	Revision No Live Lesson
Wednesday 3rd Feb		Option E Assessment	Revision No Live Lesson	Option D Assessment

-YR 13 SPRING VIRTUAL ASSESSMENT WEEK -				
	9am	10am	12pm	2pm
Monday 1st Feb	FORM TIME	Option A Assessment	Revision No Live Lesson	Option C Assessment
Tuesday 2nd Feb		Option D Assessment	Revision No Live Lesson	Option B Assessment
Wednesday 3rd Feb		Revision No Live Lesson	Revision No Live Lesson	Option E Assessment
Thursday 4th Feb		Those students sitting Criminology will be completing a controlled assessment. Details will be provided by Mr Dale		

-YR 10 SPRING VIRTUAL ASSESSMENT WEEK – 4th - 10th February				
	9am	10am	12pm	2pm
Thursday 4th Feb	FORM TIME	Revision No Live Lesson	Chemistry Assessment	Revision No Live Lesson
Friday 5th Feb		Revision No Live Lesson	Block C Assessment	English Assessment
Monday 8th Feb		RS/Languages Assessment	Revision No Live Lesson	Block B Assessment
Tuesday 9th Feb		Maths Assessment	Revision No Live Lesson	Block A Assessment
Wednesday 10th Feb		Physics Assessment	Revision No Live Lesson	Self Study No Live Lesson
Thursday 11th Feb		Revision No Live Lesson	Biology Assessment	Revision No Live Lesson