



November 2021

Dear Parent/Carers,

We are writing to let you know about the latest information regarding examinations at Warlingham School. Following a recent consultation by DFE, new guidance has been confirmed in the unlikely event of TAGs (Teacher Assessed Grades) being required for another year instead of external exams running.

This means that there will be some adjustments in the way that KAPs run, to ensure that all students have the best possible chances. Schools have been advised to run KAPs in as near possible conditions to an external examination. This means in practical terms that:

- The KAPs are on a set day and time. They should be held at school under examination conditions.
- Phones/watches and any unauthorised items must be handed in prior to entering the hall.
- Any incidents with phones, behaviour and cheating must be reported to the Awarding Bodies for all internal examinations that may result in a TAG.

Additionally, there are changes to the way that schools are allowed to release information about examination performance. No teacher assessed grades will be advised following any KAPs, but we will be able to share marks with students.

The following actions will be put in place to facilitate these changes.

- We will email students with the formal examination notices which are required by JCQ (Joint council for qualifications). These are also on the school website under examination information.
- Information is on the link noticeboard for students about preparing for examinations.
- Students will receive a timetable which details their next set of KAPs with relevant information.
- Students will need to sit their exam at a set time and date to ensure fairness and clarity. Therefore, it is important that the KAPs are taken as seriously as external examinations and attendance is prioritised over other appointments.
- Barring current rules surrounding COVID, we expect all students to attend KAPs on the designated day, and if any students are too unwell on the day, parents should contact Exams department on exams@warlinghamtlt.co.uk urgently.
- We are currently updating the school exams Handbook and this will be emailed out to students and parent/carers as soon as possible.
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Full guidance can be found on the Ofqual website at <https://www.gov.uk/government/news/contingency-plans-confirmed-for-gcses-as-and-a-levels> and on the JCQ (Joint council for qualifications) website on <https://www.jcq.org.uk/>.

Thank you for your continued support this year. We are planning for and anticipating that external examinations will run, however, in the unlikely event of returning to using TAGs, we can be assured that all students have the opportunity to be assessed appropriately. Year 11 conducted themselves very well in the recent Option KAP week and I am confident they will maintain this high standard throughout this year.

Yours sincerely

Mr S Day

Deputy Headteacher

Mrs J Rimell

Exams Manager

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Tandridge Learning Trust

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