



# Hanley Castle High School

and Sixth Form Centre

Church End, Hanley Castle  
Worcestershire WR8 0BL

Tel: 01684 593241

Email: [office@hanleycastlehs.org.uk](mailto:office@hanleycastlehs.org.uk)  
[www.hanleycastle.worcs.sch.uk](http://www.hanleycastle.worcs.sch.uk)

Headteacher: Mrs Lindsey Cooke

19 April 2020

Dear Parents and Guardians,

The grade awarding process at Hanley Castle has now been finalised and I want to share the part your child now needs to play. Teaching staff have made an initial attempt at rank ordering students and assigning 'the most probable grade' students would have achieved in the summer exams based on all the evidence teachers have from the last 2 years of the course. This includes classwork, all mock exams and other assessments. They have worked carefully and diligently and taken into consideration any special circumstances or ill-health that students may have had.

The class teachers now need to check their decisions by asking students, where necessary, to attempt particular pieces of exam grade work. These pieces will not determine grades but will fulfil the essential task of benchmarking. This is where we compare pupils or pieces of work to a set standard, allowing us to decide between two grades. Your son/daughter will not know whether they are being asked a question in order to act as a benchmark for a grade or the student whose grade we are considering.

As a result of this process, not all students will be asked to submit work. Some subjects may not ask for any further evidence whilst other subjects will request work from everyone. It is entirely appropriate that these differences exist as subject skills and rates of progress are all different. Even within some subjects there may be some differences in approach particularly with different tiers of entry such as Higher and Foundation.

This 3-week evidence collection period is crucial and so we ask that students complete the work to the best of their ability, with no outside support and within the deadlines set. Students will be asked to follow their normal timetable and to check in on Epraise at the appropriate day and time. A minimum of 24hrs notice will be provided informing the students that a task will be coming. It is likely that they will be asked to join a live 'Teams' meeting when tasks are set to ensure the work is their own. The evidence gathered through this process has the potential to change awarded grades, so for everyone's benefit we ask that this process is followed fairly. If a student with a secure grade was chosen as a benchmark and they submitted work that was unexpectedly too high for the level we were testing, then it could result in other students having their grade reduced by one.

I do hope that you feel we have produced a system, printed overleaf, that is both fair and robust. I trust the teaching staff at Hanley Castle to make the right decisions given the instructions I have provided for them. All of our grades are subject to exam board ratification but I am confident that our students will get the results their efforts deserve and which properly reflect the talent they have.



My very best wishes

D.Findlater

Assistant Head: Performance and Curriculum

The schedule below has been written to ensure that no student is overloaded with requests from their subject teachers at any one particular time.

Wk Begin	Process	Additional Information
Mon 20 <sup>th</sup> Apr to Fri 24 <sup>th</sup> Apr	Requests for final subject evidence from pupils. BTEC subjects require no further evidence	GCSE: Eng, Ma, Sci  A Level: Comp, Eng, Geog, Psych, Pol, Bus, Phys, Art, Mu
Mon 27 <sup>th</sup> Apr to 1 <sup>st</sup> May	Requests for final subject evidence from pupils	GCSE: His, Geog, Lang, Bus  A level: Eng Lit, Maths, Bio, Prod Des, Hist, PE, F.Maths, French
Fri 1 <sup>st</sup> May to Thurs 7 <sup>th</sup> May	Requests for final subject evidence from pupils	GCSE: All other subjects  A level: Chemistry, Economics, Theatre, Spanish
	Year 11 and Year 13 Students have completed courses on 7 <sup>th</sup> May. Year 11 to be provided with A level prep work after May half term.	
Mon 11 <sup>th</sup> May	Teachers submit grades to faculty leaders for moderation. Online meetings to agree rank order and grades. Sign off by the senior leader who line manages the dept.	Dept. Leaders to arrange
Mon 18 <sup>th</sup> May	Faculty leaders submit grades into the school data system.	Sign off by second staff member for data entry accuracy
Mon 25 <sup>th</sup> May	In school data analysis run to ensure benchmarking against recent school performance. Sign off by Assistant head i/c performance	
Mon 1 <sup>st</sup> June	Sign off by Mrs Cooke and data sent to exam boards.	Subject to availability from the exam boards.

