



**MONTPELIER
HIGH SCHOOL**
1891

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10th December 2021

Dear Year 11 and 13 students and their parents/carers,

Guidance on Exam Contingency Arrangements

On Thursday 12th November, the DfE and Ofqual published its [response](#) to the consultation on contingency arrangements for summer exams, alongside this [guidance document](#).

The key points are:

- Schools, colleges and students should assume exams will go ahead, with the adaptations that have already been confirmed.
- However, schools and colleges should systematically collect evidence should a Teacher Assessed Grade (TAG) be needed in the future. The TAG process looks very similar to last year.
- It is suggested that centres do three assessments over this year.
- These assessments should be done under exam conditions where possible.

The document suggests the following guidelines for assessments:

- Students shouldn't know the questions beforehand/be able to guess them. This means that if all students within a school or college cannot be assessed on the same day, then different questions but a similar approach should be used.
- They should work independently and not be assisted, unless required through access arrangements.
- They should not have access to revision notes.
- Assessments should be timed and supervised.
- Assessments should replicate exam-style papers / parts of exam-style papers.
- Students should be told in advance that each assessment may be used to inform a TAG, if exams are cancelled.
- The maths, physics and combined sciences GCSEs could use the new formulae and equation sheets in the assessment.
- Students should only be assessed on content they have been taught.
- Access arrangements for eligible students should be given; and a record made of this.
- Requests for special consideration should be considered and the outcome recorded.
- The total amount of time over the three assessments should not exceed the total exam time for that qualification.
- Centres should use published mark schemes to mark the assessment.
- NEA should be completed. For art and design, completing the NEA (Non-Examined Assessment – similar to coursework) is sufficient and no other assessment is needed.
- After advanced information is published (on or before 7 February), centres can restrict their assessments to what will be assessed in exams.
- Assessments can be done in the classroom, not just in exam halls, providing the other conditions are met.



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- Centres must **not** produce a TAG. Individual assessments can be marked and graded for formative purposes, but centres must make clear that the grade is not a TAG.
- Centres **must** retain the evidence. Photocopies of the scripts may be given to students, if helpful.
- Further guidance will be issued on how centres should reach a holistic TAG, if and when the decision to cancel exams is made. At this stage, there is no further requirement other than collecting evidence.
- Centres do not need to produce a centre policy at this time.
- ASCL has pushed the exam boards to produce optional and flexible banks of questions that schools and colleges can use at their discretion; however, we think this is unlikely, so teachers and curriculum leaders should begin to consider what assessment materials they will use and how they will mark these.

Please find here a [link](#) to a presentation that explains our school approach to ECA and a [recording](#) of the presentation from the parent/carer information evening held on Thursday 9th December 2021.

Below is an [overview](#) of the three Examination Contingency Assessment points that we have planned to meet the guidance set out by JCQ:

Exam Contingency Assessment

Examination Contingency Assessment		Year 11 GCSEs and BTEC	Year 13 A Level, BTEC and AS
ECA1	Use an element of the mock examinations for ECA1	November mock examinations	January mock examinations
ECA2	Formal assessment week All subjects with more than one class to have a formal assessment in the hall. All other subjects to take place in this week for via in class assessments. Content ECA2 to be aligned with Feb 7 th release from exam boards on exam content and fully taught in February.	Week commencing March 14 th for English; Maths; Science; History; Geography and Business A formal ECA2 timetable to be shared with students and parents/carers in January.	Week Commencing March 28 th year 13 for Maths; Chemistry; Biology; Psychology; Sociology A formal ECA2 timetable to be shared with students and parents/carers in January
ECA3*	Formal assessment series to replace external examinations. Will only take place if examinations are cancelled. This will be a weighty assessment and include any thematic elements of the examinations and will only take place if examinations are cancelled.	A replacement series of assessment beginning in the last two weeks of May and ending in the last two weeks of June* A formal ECA3 timetable to be shared with students and parents/carers before the Easter holiday.	A replacement series of assessment beginning in the last two weeks of May and ending in the last two weeks of June* A formal ECA3 timetable to be shared with students and parents/carers before the Easter holiday.



*We are awaiting further guidance on the latest date schools would be told that examinations will be cancelled. Furthermore, we are awaiting guidance on if they were cancelled the date by which schools would be required to upload TAG grades. When we have this guidance we will be able to determine the exact timings of the ECA3.

We have also prepared a series of [Frequently Asked Questions \(FAQs\)](#) that we hope will answer most of your questions.

Here is the [link](#) to the Microsoft form students and/or their parents/carers can use to apply for special consideration for the year 11 November mock examinations which are our ECA1. Please complete this form by 4th January. A separate form will be provided after each ECA for both years 11 and 13s. Please do ensure



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you have read the examination board's guidance (within the form) to check that you meet their requirements for special consideration.

We ask all year 11 and 13 students to take regular LFD tests especially in the build up to the ECA assessment points and report any positive test result as soon as possible to our attendance officer (mhs-attendance@montpschool.org).

Yours sincerely

Mrs Kerry McCullagh
Principal