**Year 9 Assessment Week**

**(Monday 22nd June to Friday26th June)**

Dear Parents/ Guardians,

I hope that you and your families are well and are coping with the prolonged lockdown.

As you will be aware, the government has said that while schools should be planning for some ‘face-to-face contact’ with Year 10 students before the end of the academic year, this will not be the case for Years 7-9. Their return to school will not take place until September at the earliest.

Teachers have been setting work for their Year 9 classes using Google Classroom over the past couple of months and will continue to do so for the rest of the year. They have also been asking students to submit particular pieces of work which they have then been giving feedback on.

Year 9 normally complete a set of internal exams during Term 6 in the core subjects (English, Maths, RS and Science) and in the subjects which they have chosen to take as options at GCSE. We do believe that there are significant benefits to the students from having to prepare for a set of more formal assessments at this stage of Year 9. This is, in part, to ensure that they develop their body of learnt knowledge through revision which can then be built on at GCSE. It is also important to practise exam technique and to receive feedback from their teachers on this.

We have therefore decided that we will run a set of online assessments between Monday 22nd June and Friday 26th June. These will involve the students being set the exam papers which they would have completed during the Year 9 Exam week in school. They will be set using Google Classroom and students will be required to type their answers on a Google Doc in almost all subjects. The maths assessments will, however, be completed in a slightly different format – with more details to follow on this.

I have attached the schedule of assessments with this letter.

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| **The option subjects which will be setting assessments are as follows:** Design Technology, Drama, Food, French, Geography, German, History, Music and Spanish. **They will not be set assessments in:** Art & Design, BTEC Children’s Play, Business, Dance, Life beyond school, PE or Sociology. |

We have spread the assessments out so that there is a maximum of two assessments per day. The assessment in each subject will be made available on the scheduled day by 8.45am and will need to be completed and ‘returned’ by 6pm on each day. The length of time needed to complete the assessment is shown on the schedule and will be clearly marked on the assessment. Your child will also receive a personalised assessment timetable at the start of next term which will show the assessments they need to complete. Your child should already know which option subjects they are taking but if they are unsure, please can you e-mail Mrs Evans, our Data Manager: hevans@gillotts.org.uk

We will provide the students with clear instructions about how to complete and ‘return’ the assessments. Your child’s teachers will provide details of the topics that will be covered in the assessments and tips on how to revise and prepare for them. During the assessment week itself teachers will not set ‘normal’ lessons and the students should focus on preparing for and completing their assessments.

The assessments will be ‘open book’ which means that they will be able to use their notes and other resources when completing them. However, I would ask that they complete the assessments in a quiet place under ‘examination conditions’ and do not receive additional help and support. Although they will be ‘open book’ assessments it is important that the students prepare for them (revise) so that they are familiar with the content. Their teachers will be providing more details of what they need to focus their revision on this week.

While we do expect all students to take these assessments seriously (as they are an important part of their preparation for their return to school and for the acceleration of learning and exam preparation in Year 10) we do recognise that they will be completed in very different circumstances from normal. We do not intend to use the marks and grades from these assessments for any formal purpose (e.g. predicted grades submitted to exam boards). However, feedback will be provided to students which will support their progress and every child will be expected to complete every assessment (unless they are unwell or in other exceptional circumstances notified to the school).

Your child’s tutor will be making contact with you over the next couple of school weeks to make sure that you have received this letter and to ensure that you understand what will be taking place. Please do discuss any concerns which you might have which may affect your child’s ability to complete these assessments.

We have yet to test students in Year 9 for access arrangements for exams (e.g. for additional time). However, I will be discussing the needs of individual students with Miss Collyer, our SENCO, and we will be in contact with you if we believe that your child should have additional time to complete the assessments.

If you know that your child will have a problem accessing and completing the assessments owing to the lack of access to a device (e.g. laptop or PC) with a keyboard, please can you contact Mrs Farman, our Examinations Officer, by e-mail as soon as possible – and certainly by the end of the week (Friday 22nd May): vfarman@gillotts.org.uk

If you have not heard from your child’s tutor by the end of the first week back after half term (Friday 5th June), please contact Mr Druce: mdruce@gillotts.org.uk

Please do not hesitate to contact your child’s tutor by email at any point over the next few weeks if you have any questions about these assessments – or any other concern which you might have relating to your child.

Yours faithfully,

Dr E.J. Newbold

Deputy Head