

April 2021

Dear Student

By now you will have received your timetable for your Controlled Assessments. As you are aware these are taking place from the **WB 10th May**. Please find below clear guidance on these assessments and some key reminders regarding the next few weeks.

Expectations for assessments

You will receive your room allocation and seat number for each assessment via email. In addition to this information, please find below detailed guidance regarding the procedures for the Controlled Assessments. Please read this information carefully.

- a) Morning assessments will start at 9.30am. You will need to arrive between 9am and 9.15am.
- b) Afternoon assessments will start at 1.45pm. You will need to arrive between 1.15pm and 1.30pm.
- c) On arrival, go to the Student Services quad where you will be directed where to leave your belongings.
- d) The following items will not be permitted into an assessment:
 - Electronic items including phones, smart watches and earphones
 - Notes or revision books
 - Coats/jackets/scarves
- e) You must ensure that you have the correct equipment and that pencil cases are clear/see through.
- f) Water bottles must have all labels removed.
- g) You are not permitted to take any other food or drink into your assessment.
- h) You must ensure that you have your college ID badge with you.
- i) You must ensure that you are wearing a face covering (if there is any change in government guidance regarding face coverings during the assessment period, we will communicate this in due course)
- j) You will be registered as you enter the room in which you are taking your Controlled Assessment.

Absence

Self-isolation

If you are required to self-isolate during the assessment period, you must notify Student Services.

1. If you are required to self-isolate, then you will be able to sit your exam remotely.
2. You will be contacted by a member of staff the day before your assessment to ensure that you can use both the audio and video function of Microsoft Teams.

3. You will be invited to join a Team called 'EHC Remote Controlled Assessments'.
4. The Team has a OneNote notebook where you will submit your assessment.
5. A member of the Alliance team will create a meeting that will start 5 minutes before the assessment begins.
6. You will be expected to remain in the meeting (with audio and video turned on) for the full duration of the assessment. You must make sure that you blur your background when taking the assessment.
7. All responses to assessments should be handwritten on paper*. At the end of the assessment, you will need to take a photograph of your work and upload it. (This will be communicated to you in advance of the assessment taking place.) You should remain in the meeting until this process is finished.
8. *If your normal way of working is to type responses, then you will be permitted to write your responses directly onto the OneNote page. This must be arranged with the Exams Officer before the assessment is due to take place.
9. If you are notified of the requirement to self-isolate on the day of the assessment, the above procedure will still apply. However, we will be unable to contact you the day before.

If you feel that you would not have adequate access to technology in the event of a period self-isolation, please contact studentsupport@elliottthudsoncollege.ac.uk.

Other absences

If you are absent for any other reason, you must notify college via Student Services. **You will be unable to sit this assessment.** Please see the Student Representation and Appeals Policy 2021 for more detailed guidance on how marks will be awarded in this instance:

[Student representation and appeals policy 2021](#)

This policy also outlines how students can make a representation in relation to the evidence to be used in determining a Teacher Assessed Grade. These representations hearings take place prior to the college submitting your grade to the exam boards in June. The policy also details how to appeal against an awarded grade after results day on 10 August 2021. Please be aware you will not be notified of any marks or grades awarded in relation to Seen or Controlled Assessments prior to Results Day in August.

'Signing-out' process

Upon completion of your last assessment, the Alliance team will support you in completing the signing out process. As part of this process, we ask you to complete an exit survey to provide feedback on the different aspects of your college experience. This information is invaluable in helping us to continually improve the college. I would like to remind you that A Level Results Day is now on 10 August 2021. We will send you information regarding the arrangements of this day closer to the time. Results must always be collected in person, unless you have given prior written consent for someone else to collect them on your behalf. Please complete a Third Party Authorisation Form (found under the exams section of the website) or email exams@elliottthudsoncollege.ac.uk stating your name, the person you have nominated and that you give consent for them to collect your results. The person who collects your results must have photo ID. If you want your results to be

posted out, a self-addressed, stamped envelope must be handed in to the Exams Officer before results day.

I would like to take this opportunity to wish you the very best of luck with all assessments. Whilst I fully appreciate that your A Level experience has been full of uncertainties, I am very proud of how you have all responded and overcome these challenges.

Yours faithfully



Mr D Holtham
Executive Principal: Post 16 Education