

31 March 2021



**Ambitious, Responsible, Safe
It starts with you**

Dear Parent/Carer

Information for parents and carers regarding the awarding of SQA Awards 2021

The purpose of this letter is to provide parents and carers with clarity on the approach the school is taking, to collecting evidence of demonstrated attainment this year.

Gathering Demonstrated Evidence to inform Provisional Grades: National Qualifications 2021

As you are aware, teachers and pupils have been concentrating on delivering SQA course content, and skills, through remote learning at home and more recently, during in-school learning time.

The work your child is doing in class and remotely includes formative assessment that allows teachers to see gaps in individual pupil knowledge/skills and put in place measures to enable pupils to close these gaps. Please discuss with your child, the feedback they receive from their teachers and encourage them to act on it.

You will recently have received a Senior Phase report that details your child's progress ("on track" grade) and their next steps in learning.

Teachers continue to have Learning Conversations with their pupils, where they discuss progress and what each individual child should be doing from that point, to ensure that they achieve their potential award by June. These ongoing conversations ensure that each pupil is in no doubt as to how well they are progressing and what they need to do to improve.

After the Easter holidays, your child will bring home to you, notes from each of their subject Learning Conversations, detailing the discussion they have had with their teacher about the extent to which they are "on track" or not to achieve their target grade and what they require to do to as a next step.

All of the above work is in preparation for our senior pupils to sit formal assessments between 26 April and 28 May. These assessments will enable our young people to demonstrate their attainment and will enable teachers to capture key pieces of attainment evidence that they will use, along with other evidence, to determine your child's grade.

SQA advice for gathering evidence for provisional grades

The SQA has provided all schools with guidance on how they require to gather evidence of demonstrated attainment to inform teacher judgement and also on the submission of provisional grades to the SQA. For detailed information on this, please go to the SQA website: sqa.org.uk

Braeview Academy continues to adhere to both general and subject-specific guidance, on gathering evidence and producing provisional awards, provided in SQA documentation.

The SQA is clear that, it is not the quantity of evidence but the **quality of attainment evidence**, in relation to its predictive value, that will support schools in determining the provisional results this session.

If you have trouble understanding English please contact the address below

اگر آپ کو انگریزی سمجھنے میں مشکل پیش آتی ہے تو براہ کرم مہربانی نیچے درج پتے پر رابطہ کریں:

यदि आपको अंग्रेज़ी समझने में कठिनाई है तो कृपया उपरोक्त पता पर हमसे संपर्क करें।

Jeżeli masz trudności w zrozumieniu języka angielskiego, skontaktuj się na poniżej podany adres

如果你對英語理解有困難，請聯絡以下地址

Dundee Translation & Interpretation Service, Mitchell Street Centre, Mitchell Street, Dundee DD2 2LJ
Tel: 01382 438825 Fax: 01382 438805

For information about Dundee City Council visit our website - www.dundee.gov.uk



Recycled Paper



To support this, Braeview Academy teachers have put in place formal assessments with resulting evidence, which have a high predictive value. These contain assessment content provided by the SQA itself.

Moderation and Quality Assurance

Braeview Academy is committed to ensuring that we are rigorous and fair in our approach to capturing demonstrated attainment for each of our young people.

We continue to work closely with Dundee City Council and the SQA to implement rigorous moderation procedures.

All teaching staff continue to work with the SQA "Understanding Standards" materials and undertake the "SQA Academy" professional development programme, to ensure they understand and apply the standards required for grading at each qualification level.

Braeview Academy teachers continue to work with teaching staff from our School Improvement partner school and also with other Dundee city schools, to ensure that these qualification standards are applied correctly, fairly and honestly.

The school benefits from having departmental staff who are experienced SQA appointees and who are well versed in understanding and applying SQA Standards.

Course Coverage

In alignment with SQA advice, Braeview Academy has arranged to gather formal assessment evidence during the term that runs from April to June.

These assessments will be undertaken during class time and will include questions provided by the SQA.

It will be necessary to split some of these assessments up over a number of periods and occasions. This is in line with SQA advice. Despite this, these assessments will still have a high predictive value.

We have ensured that formal assessments taking place in April and May contain questions or tasks which allow for the gathering of demonstrated evidence at grades A-D.

To avoid implicit bias, pupil assessments will be cross -marked by teachers within each subject department. In addition, it will be subject to quality assurance and moderation processes by teachers from other Dundee schools, the Tayside Regional Improvement Collaborative, as well as by the SQA. This will ensure fairness for all candidates.

Type and quality of attainment evidence gathered by teachers

- ✓ Each young person will have the opportunity to complete formal assessments under assessment conditions during April and May.
- ✓ These formal assessments will cover the course content and skills required to meet the national standard set by the SQA
- ✓ These April/May formal assessments considered together, provide high predictive value.
- ✓ For some subjects, performance evidence such as live recordings (video or audio) will be used in gathering demonstrated attainment.
- ✓ class tests and extended project work, which sample key aspects of the course and the SQA standard and which have been completed under assessment conditions, can be used by teachers, as supplementary evidence.

✓ Please note that classwork and work completed during remote learning is unlikely to form a strong evidence base on its own, however, it may be used to supplement other attainment evidence. If a young person is absent on the day of an assessment due to illness, they will be provided with the opportunity to sit the assessment on their return to school. Only in circumstances considered by the SQA to be exceptional, would a young person be given the opportunity to re-sit a formal assessment

Additional Assessment Arrangements

Each young person in receipt of Additional Assessment Arrangements (AAAs) and their parent/carer will be contacted regarding their AAAs. At the end of each assessment, a cover sheet will be signed by the pupil confirming that they have received their entitlement to AAAs.

Communication with individual Senior Phase parents and carers

We shall be holding another round of teacher to parent telephone conversations, Monday to Thursday during W/B 26 April.

You will receive an email survey invitation to make appointments with individual subject teachers to discuss your child's "on track" grade and what they have to do to achieve the award that reflects their potential. I would encourage parents to attend.

Virtual SQA Parent Information Event

It is important that the parents of Braeview Academy pupils understand the processes in place for national qualifications this year. Parents and carers are invited to attend an on-line information and discussion session. These sessions provide the opportunity for parents to hear from school staff about the robust processes in place.

We understand that parents and carers may wish a choice of timings to suit their own family and work commitments. Two sessions have been arranged to accommodate this:

Thursday 22 April 10am- 10.45am and 6pm-6.45pm.

Parents and carers wishing to take part in the live on-line events should phone the school office to book a place. A link to the meeting will then be emailed directly to their email address.

Please note that a recorded presentation will be posted on the Braeview Academy You-tube channel and made available on the school website, to parents and carers, who are unable to attend on the night.

Easter School

Easter School is another opportunity for pupils to prepare for formal assessments and undertake important course work. It operates every day over the two weeks of the holiday. I attach a copy of the timetable. Parents can book their child in via the link below. Pupils can book themselves a place by asking their class teacher for the QR booking code.

The timing of formal assessments to gather key pieces of attainment evidence

In deciding on the timing of the Senior Phase assessment calendar, the school has ensured that:

- ✓ young people have had the opportunity to undertake appropriate remote and in-school face-to-face learning
- ✓ they have had the opportunity to consolidate their learning on key skills and knowledge, through remote and face-to-face learning.
- ✓ they are ready to sit assessments
- ✓ any necessary additional support has been offered to pupils, to make sure that they are ready to be assessed.

Senior Phase Assessment Calendar

I enclose a copy of the Senior Phase Formal Assessment Calendar. Please discuss this with your child and emphasise the importance of preparing for each individual assessment, by revising.

If they are unsure about any aspect of the assessment, ask them to contact their teacher in person or by email. School staff are here to help.

Each class teacher will also ensure each pupil has a clear understanding of when and how these assessments will take place and how they fit into the bigger picture of a child's attainment this year. Every effort has been made to spread assessments as far as possible. Where possible, no pupil will have more than two assessments on any one day.

If a young person is absent on the day of an assessment due to illness, then arrangements will be made for them to sit it on their return to from absence.

In late June 2021, each young person will receive a letter detailing their provisional grades, which will be submitted by the school, to the SQA.

The SQA is the Awarding Body and they will issue the Final Grades on Results Day, August 10th.

We await confirmation from the SQA on the arrangements for the appeal process and will inform you as soon as these have been finalised.

If you have any queries about any of the above information, please do not hesitate to contact me for clarification.

We are here to help.

Take care and stay safe.

A handwritten signature in black ink, appearing to read 'L Elder', written in a cursive style.

Ms L Elder
Head Teacher.