



Sunday, 26<sup>th</sup> April 2026

**Dear Parents and Year 11 Pupils,**

## **RE: Year 11 GCSE Exam Contingency: Arrangements for Controlled Assessments**

We are writing to explain how the school will manage the controlled assessment period for Year 11 as part of our GCSE exam contingency arrangements.

As part of national and exam board expectations, the school is required to gather new, appropriate assessment evidence to support GCSE outcomes if needed. This letter outlines how this process will work, when it will take place, and how pupils will be supported.

### **Identifying Required Evidence**

Teachers are currently completing an evidence audit across all GCSE subjects. The purpose of this audit is to identify what additional new evidence is required for each subject and for individual pupils.

During this stage:

- Teachers are reviewing work already completed to establish what *can* and *cannot* be used
- This helps determine precisely what further assessment evidence must be generated
- No new assessments are taking place yet

Once this audit is complete, departments will be clear about the specific assessments pupils need to complete.

### **Controlled Assessments: What to Expect**

New evidence will be gathered through controlled assessments taking place during normal timetabled lessons throughout the month of May, starting from **Monday 4th May**.

To support pupil wellbeing and performance:

- Pupils will not sit full exam papers in one sitting
- Assessments will be broken into manageable sections, typically 45–60 minutes each
- These may be spread across more than one lesson where appropriate
- Pupils will complete a maximum of two assessments per day
- Assessments will only take place during identified lesson periods and will be carefully spaced across the month

This approach ensures assessments are manageable and avoids unnecessary pressure.



## Teaching and Support During This Period

Lessons will follow a consistent and supportive structure:

### **Teach → Review / Revise → Assessment**

This means pupils will:

- Be taught the relevant content first
- Have time to revisit, practise, and consolidate learning
- Complete assessments only after appropriate preparation

Our aim is to ensure that all pupils have the best possible opportunity to demonstrate their knowledge and skills.

## Timing and Communication

Exact assessment dates cannot be confirmed until the evidence audit is completed, as this ensures pupils are only assessed where necessary and only on required content.

Once finalised, clear and timely communication will be shared with pupils and parents.

## Oversight and Quality Assurance

The process is being carefully monitored and quality assured:

- **Ms Tina** is leading the audit of required evidence across subjects
- **Mr Dan** is coordinating assessment planning and parent communication
- **Mr Nat**, Examinations Officer, is overseeing exam board systems and processes
- **Mr Assheton** is quality assuring the entire process

## Reassurance

We understand that assessment periods can feel challenging. This process has been designed to be **calm, structured, and fair**, with a strong emphasis on preparation, student wellbeing, and clarity.

If you have any questions or concerns, please do not hesitate to contact the school.

Thank you for your continued support.

Kind regards,

**Tina Stevens**

Assistant Headteacher – Teaching and Learning

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