

1st April 2020

Dear Parent/Guardian

Re: Year 10 PPEs

I hope you are bearing up in the lockdown with your teenager/s and there are some unexpected positives with the situation.

We have decided to go ahead with the Year10 PPEs, so another new experience – online assessments! The PPEs will keep students focused, plus, revising at home can be easier than learning new content – so is a good use of time. Moreover, it is vital that we continue to assess your daughter's progress in her subjects to enable us to support her so that she achieves her very best next summer.

Year 10 have been preparing for their PPEs since the beginning of March, when I delivered an assembly on the importance of consolidating class work and the various ways to practise recalling and recapping to help strengthen the long-term memory. I also sent out to you and the girls a revision list for all subjects, an exam timetable and a letter with more guidance on revision at home. These can be found on the website through the links below and I have attached the exams timetable.

Revision guide

https://www.holtschool.co.uk/wp-content/uploads/Letters_and_Announcements/REVISION%20LIST%20FOR%20Year%2010%20-%20Feb-March%202020%20CS.pdf

Letter

https://www.holtschool.co.uk/wp-content/uploads/Letters_and_Announcements/Year%2010%20Letter%20to%20parents%20-%20assessment%20week%20and%20GCSE%20examinations%20March%202020.pdf

We are aware that taking assessments at home is not going to be a smooth process for students, teachers and parents and we have mitigated for some of the problems as explained below. Here is the plan:

Dates

- The PPEs will follow the timetable attached...so will last for **two weeks 27 April to Thursday 8 May**. Your daughter will be sent an individual timetable in the next day.
- **Year 10 teachers will not set any lessons for the duration of the exams or for a week after i.e. from Monday 27th April to Friday 17th May**. This will give time to staff to mark the online assessments...as it will take longer.

Format of exams

- All Year 10 students have **access to Word through Microsoft 365**... which means that they can send word docs to teachers, which are easier to mark using "tracked changes". If your daughter does not have Word, she can download it. I have attached a help sheet but any problems please email homestudy@holt.wokingham.sch.uk
- Teachers may adapt the papers so that it is more manageable to mark remotely...they may include multiple choice questions and more shorter answers to test for knowledge and have some longer answers to assess depth of understanding.
- There will be clear instructions on the front cover including to whom your daughter needs to send their completed paper.
- Some subjects may allow open book but others will not – you need to read the instructions carefully.
- The papers will be set so they take the time allocated for the exam as per exam timetable. Teachers are mindful that it will take students longer to complete on the computer.
- Teachers will let students know if anything has changed on the 'What to Revise List'.

Art – the exam will be a 5-10-hour exam that can be fitted in over the PPE period.

POR – there is no PPE – your daughter has already sat a PPE and we are waiting to hear from Ofqual about the grading situation.

The day of the exam

- Mrs Cross, Exams Manager, will send out the relevant exam paper and any essential attachments, e.g. inserts, sound files etc., to your daughter on the day of the exam. Even if it is an afternoon exam, she will send them in the morning.
- Your daughter should do it on the day, but realistically we know some girls are sharing laptops and some are in busy households - so they may have to wait until the evening to do it in the peace and quiet. Students will have two full days to send the completed script back to their class teacher not to Mrs Cross. They need to read the instructions on the front sheet.
- For students who have not sent the paper back within 48 hours – I will be in touch with you to chase up.

Marking and feedback

This is a new challenge for sure! Staff are discussing this week how best to mark and give feedback remotely. The methods will differ across subjects and by the end staff will be able to use their experiences to refine the process for KS3 and Year 12 assessments, which are after half term.

We envisage that feedback could be

- individual feedback using tracked changes/comments and returned with mark scheme.
- whole class feedback, using a master feedback sheet with all the misconceptions made by class and returned to your daughter with the mark scheme and her script.



Exam conditions at home

We would really appreciate it if you could support your daughter taking these exams with the following

- Checking each day that the correct papers have been sent to her. Any problems email homestudy@holt.wokingham.sch.uk
- Ensuring she has Word on her laptop
- Ensuring she has a comfortable place to do the exam in the house
- Ensuring it is quiet and your daughter is free from disturbances for the duration of the exam and no access to her mobile phone
- You could give the start and finish time...with a 10-minute warning before the finish time
- Ensuring she is not tempted to look up her notes/books – if it is not an open book exam.
- Making sure your daughter saves her exam paper...she should save as she goes along...and sends it straight away to her teacher

If your daughter has special exam access arrangements for SEN or medical reasons, Mrs Griffiths, SENCO, will be in touch with you this week.

Please do email homestudy@holt.wokingham.sch.uk if you have any queries and in the subject heading write FAO Miss Shephard Year10 PPEs.

Thank you so much for your support and good luck to your daughters. I will write them a separate email outlining the above.

Yours sincerely

Miss Shephard
Head of Year 10