**[ON SCHOOL HEADED PAPER]**

[Student Name]

[Student Address]

[Date]

Dear [Student name]

**Formal Assessment in [Subject]: [Date(s) assessment is to be held]**

**OR**

**Formal Assessments to be held in [Half Term/Term]**

We expect exams to go ahead as planned in summer 2022 and we will continue to support your learning to prepare you for these exams.

If exams cannot go ahead in summer 2022 because of further Covid disruption, the government has decided that your exam grades will instead be determined by your teachers, using a Teacher Assessed Grade (TAG) approach. Ofqual have published a letter to students outlining the government’s plans for TAGs: <https://www.gov.uk/government/publications/open-letters-arrangements-for-gcses-as-and-a-levels-in-2022/letter-to-students>.

We have been asked to collect formal assessment data throughout this school year which will be used to determine your TAGs if exams are cancelled. These supervised assessments will be held under timed exam-like conditions and have been designed to support your learning and preparation for exams if they do take place.

**[SINGLE ASSESSMENT IN A SINGLE SUBJECT]**

The next formal assessment which will be used as part of the evidence to determine your TAG in [Subject] if exams are cancelled is:

[Date]

This assessment will cover:

[Give the student information about which parts of the subject content will be covered by the assessment]

**[ALL ASSESSMENTS IN A SINGLE SUBJECT]**

The formal assessments which will be used as part of the evidence to determine your TAG for [Subject] if exams are cancelled will be held on the following dates:

[Dates]

These assessments will cover the following:

[Give the student information about which parts of the subject content will be covered by each assessment. You can do this on a separate page if more space is needed.]

**[ALL ASSESSMENTS IN A PARTICULAR TERM OR HALF TERM]**

The formal assessments in [Term/Half Term] which will be used as part of the evidence to determine your TAGs if exams are cancelled will be held on the following dates:

|  |  |  |
| --- | --- | --- |
| Subject | Date | Content to be covered |
|  |  | [Give the student information about which parts of the subject content will be covered by the assessment] |

If you are a student who receives reasonable adjustments in exams because of a disability (such as extra time to complete an assessment, supervised rest breaks or use of a reader or scribe) then you will be provided with this support during the assessment[s]. If you have any concerns about this then speak with your subject teacher[s].

If something happens before, or during, [the][an] assessment that might have affected your performance in the assessment then you should let your subject teacher know as soon as possible.

If you have any concerns about this letter or the[se] planned assessment[s], or have any questions about them, then please speak with your subject teacher[s] [or Head of Year].

Yours sincerely.

[Name]

[Job Title]