

24th May 2021

Dear Parents/ Carers,

Please make sure we are aware of any mitigating circumstances by 27th May

We are asking all Year 11 and Year 13 students to make us aware of any mitigating circumstances that may have affected their performance on particular assessments during their courses. This will make sure all students receive fair and accurate grades.

A **mitigating circumstance** is something happens which is not a part of a student's every day life and this has an impact on their academic performance. **It is short term and time specific.** Anything long-term (e.g. an ongoing illness) is accounted for separately.

There is no exhaustive list of what constitutes a mitigating circumstance but the government use these examples: temporary illness or accident/injury *at the time of the assessment*; bereavement *at the time of the assessment* and domestic crisis arising *at the time of the assessment*.

We will already be aware of most, if not all, mitigating circumstances that have happened, as you or your child will have told us about them at the time of their assessments. However, **we are asking that you make us aware of all mitigating circumstances, whether you believe we know about them already or not.** This will make absolutely sure that we have all of the information we need to grade accurately.

If your child has had a mitigating circumstance, please make sure this form (Click: [Mitigating Circumstances form](#)) is completed by 6pm on **Thursday 27th May**

If you are not certain if what your child experienced was technically a mitigating circumstance or not then please DO complete the form just in case. After 6pm on **Thursday 27th May**, we will convene a Mitigating Circumstances Committee comprising of Senior Leadership and the Pastoral Team to review all information and assess whether a circumstance was mitigating or not.

If there are no mitigating circumstances to make us aware of, the form does not need to be completed.

If you make us aware of a new mitigating circumstance we will require **independent documentary evidence** for this. For instance, if your child was ill while they attempted an assessment, we would require a medical note.

The information about each mitigating circumstance will be shared with teachers so they are aware of how it may have affected assessment performance. In cases where the details of a circumstance are sensitive, we will only pass on the essential information to teachers. Where we require any further information, we may speak with students about their circumstances and how they might have been affected, or contact yourselves for details. This information will support us to make sure the final moderation of grades process is fair and robust.

RESPECT

ASPIRE



Dame Elizabeth
CADBURY

www.decschool.co.uk

BELIEVE

COMMIT

To support you and your child through the assessment process this year, the guide below provides a comprehensive overview and timeline. It also provides information on mitigating circumstances for pupils:

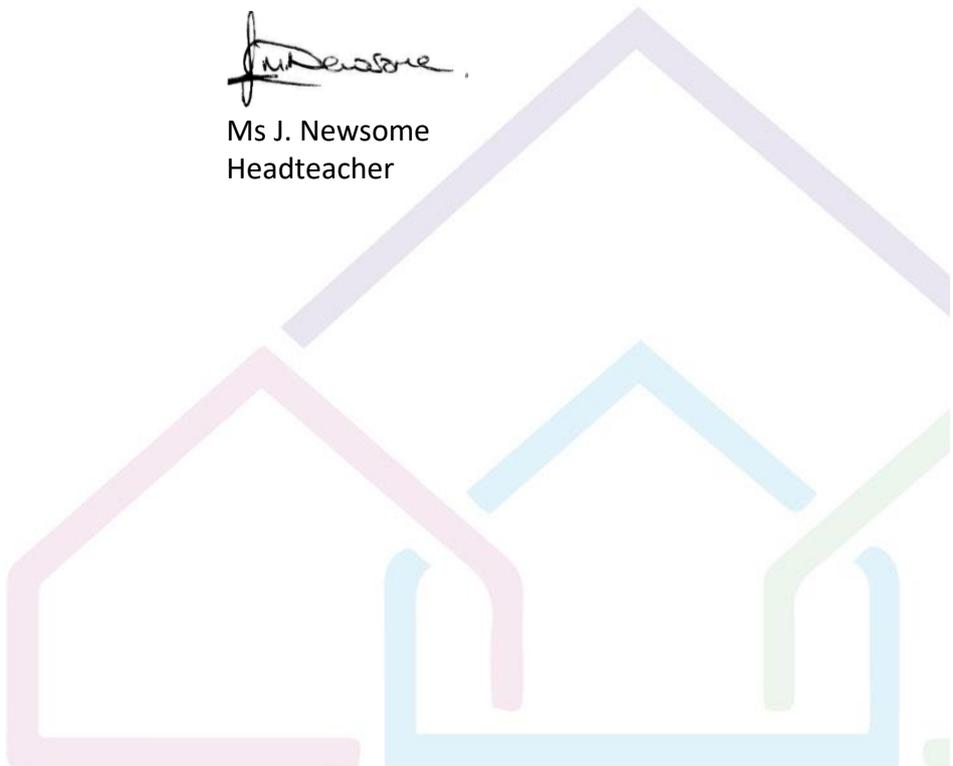
<https://www.icq.org.uk/wp-content/uploads/2021/03/JCQ-Guidance-for-Students-and-Parents-on-Summer-2021.pdf>

If you do have any further questions, queries or would like to discuss any element of the above prior to this event, then please do not hesitate to email enquiry@decschool.co.uk.

Yours sincerely,

Mr J. Smith
Assistant Headteacher

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