

## **POLICIES AND PROCEDURES**

# **PREDICTED GRADES FOR UNIVERSITIES**

### **1.1 Description**

In Year 13, predicted grades are an extremely important part of monitoring performance when finishing school life and are an integral part of the process of supporting applications for Higher Education and other opportunities beyond school. These grades are complemented, when needed, by reference letters. Also, students receive guidance when they need to produce personal statements, motivation letters and CVs. Nevertheless, it is important to mention that students are the only people responsible for their university applications. Hence, it is imperative that they take the responsibility to complete the process adequately. School only acts to offer guidance, make predictions and references.

When predicting grades, the following points should be taken into consideration:

- Predicted grades are completed by the 1st of October every academic year for Year 13 students. This ensures that all students, including early-entry applicants (in the UK: Oxford and Cambridge universities, Medicine, Dentistry and Veterinary) have the predicted grades ready when making their university applications.
- Predicted grades are completed by subject teachers, and monitored by the Head of High School and the School Head.
- Predicted grades are based on the professional opinion of the staff by reference to evidence of performance, achievement and potential. This evidence can be as follows:
  - Results of Year 12 internal assessments (including MOCK exams).
  - Grades awarded in progress reports.
  - General attitude to learning and commitment.
  - Performance in homework assignments.
  - IGCSE and AS external exams results.
  - The student's drive and passion for the subject.
  - Professional judgement and experience of making predictions.
- Revisions to predicted grades may only be made after these dates in exceptional circumstances.
- The school does not formally publish predictions. However, they can be communicated to students and families after being requested.
- It is understandable that students and parents may desire teachers to over-predict grades, in order that the student may access a particular University course. However, we have a professional and moral responsibility to ensure that the student has realistic expectations with regards to their abilities, whilst still remaining motivational and aspirational. Moreover, the potential consequences of over-predicting grades can include difficulties for future students to be accepted by universities as they could consider predicted grades unreliable, among others.

### **REFERENCE LETTERS**

References are normally needed for UCAS and other institutions and universities. They are usually done by the Head of High School. Nevertheless, the student can also ask the tutor, teachers or School Head for other references, as some institutions can ask students to provide more than one reference letter. In the references, we will refer to pupil's academic progress, volunteering and work experience activities, participation in projects, debates, extracurricular activities, among others. References are only shared with students and families once they have been sent to the institution, and modifications are not accepted, as references are considered to be made by a professional under his/her professional judgement.

### **UCAS PERSONAL STATEMENTS AND OTHER MOTIVATION LETTERS**

UCAS personal statements and motivation letters for other institutions are an important part of the initial impression that a student gives. Thus, they are an essential part of the university application process. It is then important that they show the student in the best light. It is, therefore, the school policy that these documents are reviewed by the Year 13 tutor and the Head of High School to check for content, spelling, punctuation and grammar. Students complete the first draft and are guided by the aforementioned staff members to complete the final version of their personal statement/motivation letter before this being sent to the institution asking for it.

It is the school's commitment to try to help its students to reach their full potential and dreams, helping them as much as possible, but always, under professional judgement.