**Toot Hill College UCAS Predicted Grades Policy**

When students apply for courses via the UCAS process, the school must enter predicted grades for any course students are studying that they have not completed and received their final grade for.

Below is how predicted grades are set in Toot Hill College.

1. **Predicted Grade policy:**

Students will be predicted the grade they achieve, overall, in their external examinations at the end of Year 12. For most students, this will be the grade they achieve in the AS external examinations.

*For other students, it will be the grade they achieve in their externally marked coursework. If no external examinations are set or coursework is not marked externally, it will be based on the formal examinations they have sat in school, or the most recent overall mark for coursework completed in school.*

1. **Scope for grade change**

In the event that a student does not believe the predicted grades – as set above – are a fair reflection of what they will achieve at the end of Year 13, they can choose to follow either of the following steps.

Step one:

Students can apply, via a predicted grade form, to increase their predicted grade by one grade only. This can be done by completing the predicted grade form (attached on the next page), which involves consultation with student, tutor, subject teacher and a member of the College leadership team.

As long as this change of grade is supported by all parties – student, tutors, subject teachers and a member of the College Leadership Team - the student’s grade will be increased by one grade once the completed form is received in College.

Step two:

If a student feels that an increase of one grade still does not adequately reflect their most likely grade at the end of Year 13, they have the following option to try to increase it further.

Students must sit an unseen mock external examination, in the same time period and format as the real exam, marked by their teacher according to the exam board mark scheme. All efforts must be made to duplicate the real external examinations as possible. This will most likely take place during the Autumn Term formal assessments, but alternative arrangements can be made where timing makes this necessary.

If students produce evidence in this mock external examination that their grade could be increased further, thorough consultation will follow involving the students, tutor, subject teachers, parent and College Leadership Team to review the evidence and make an informed decision in the best interests of the student.

If the course is 100% coursework-based, the student must produce their coursework showing the majority of the pieces levelled at a higher grade.

**Changing UCAS Predicted Grades Form**

* Predicted grades form part of a student’s UCAS application, forming part of the evidence that a university will use to decide whether or not a student is offered a place.
* These grades **must** be a realistic reflection of what you believe a student truly has the potential to achieve **overall** in their A2 result (taking account AS Level work, results and A2 work and results).
* If predicted too low, this will put the student at a disadvantage in their applications, but if predicted too high, runs the risk of students being rejected in the summer when they do not achieve this grade.
* **These grades, therefore, should be as aspirational as possible but also realistic, taking account of all factors – AS work, AS external results, A2 work, A2 internal results.**

**Name:**

**Subject applying for predicted grade change:**

|  |  |  |
| --- | --- | --- |
| **Who to complete?** | **Please complete:** | **Staff initial** |
| Student | My overall AS result in this subject was: | N/A |
| Student | (If necessary) The grades I achieved in different modules were: | N/A |
| Student | My concrete strategy for improving this grade this year is: | N/A |
| Tutor | Based on the evidence above, I believe it is appropriate for this student to discuss the possibility of changing the initial predicted grade with their subject teacher.  |  |
| **Subject teacher** | **I have read the paragraph at the top of this form, and understand that this grade will be for the entire A2 Level, and not only for my module.** |  |
| Subject teacher | Based on all the evidence above, do you truly believe this student has the capacity to achieve a higher grade than initially predicted? YES / NO |  |
| Subject teacher | If you have answered ‘YES’, please indicate the predicted grade you will support: |  |
| SGR / TOM / TRA / LCH | I have reviewed all of the information, and am happy to approve a change to the predicted grade on the spreadsheet in the Achievement Director office (and initial it!) |  |