

## City of Bristol College Centres:

Advanced Engineering Centre (AEC) at Parkway  
Ashley Down Centre  
College Green Centre  
Motor Vehicle Technology Centre at Parkway  
South Bristol Skills Academy  
The Brislington Centre



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Dear students, parents and carers

Whilst the college is closed for face to face delivery during the coronavirus outbreak, we wanted to let you know staff are here to support you as we move to distance/online teaching and assessment. All of our curriculum teams have been working hard to switch classroom teaching to online. Your lecturers and Head of Department will now be in contact with you regarding arrangements for distance learning on your current programme. This is essential to support you in continuing your studies and progression.

We understand you will be feeling anxious and uncertain about the rest of the academic year, particularly if you were due to sit an external controlled assessment or exam(s) as part of your study programme. This includes GCSEs, A levels and controlled assessments on a vocational programme. We have been provided with initial guidance from the Government that assessment will be made by providing a calculated grade which reflects your performance as fairly as possible. We will work with Ofqual and exam boards to ensure this is consistently provided for all our students. Currently, we do not know how this will work and are waiting on further guidance. The most up-to-date information we have received is:

- Exam boards will be asking teachers, who know their students well, to submit their judgement about the grade that they believe the student would have received if exams had gone ahead.
- To produce this, teachers will be asked to take into account a range of evidence and data including performance on mock exams and non-exam assessment. Clear guidance on how to do this fairly and robustly will be provided to schools and colleges soon.
- Exam boards will then combine this information with other relevant data, including prior attainment, and use this information to produce a calculated grade for each student, which will be a best assessment of the work they have put in.
- The aim is to provide these calculated grades to students before the end of July.



It is really important that all students continue to complete work and assessments set by their lecturers. Please help your lecturer to be as informed as possible by being in contact with them and engaging in the work they continue to provide. It is important that you continue with your coursework, self-study and online assessments. You will complete your programme and also continue to build your study skills which is very important for you when you progress in September.

### **Higher Education Students**

Our Higher Education partners at UWE Bristol, University of Plymouth, Bath Spa University and Pearson have moved to online teaching and assessment and therefore our teams have all done the same. We are waiting on further updates from our partner universities in relation to exams and you should be clear that the cancellation of exams relates to GCSEs, A levels and 16-18 study programmes only and not to higher education. If you have any questions, please do contact your programme lead or Head of Department. Please continue to check our website for updates that relate to your university or programme. We are receiving updates on a regular basis and feel this will be the best place to keep you informed.

### **Apprenticeships**

Assessment of apprentices will continue as much as possible within normal measures focusing on what can be done. Communication with your assessor will be ongoing as they continue to support and assess apprentices. Please help your assessor by staying in contact with them on a regular basis.

### **Progression**

We will guarantee a place from September at City of Bristol College based upon successful completion of all elements of your study programme/apprenticeship together with predicted grade(s). It is important you follow our advice above to complete your work and assessments with the support of your lecturer. If you wish to progress to another study programme, higher education course or an apprenticeship with us, please make sure that if you have not done so already, you complete your 'reference and destination tracker' in ProMonitor before Friday 3 April.

I wish you the best in your studies during this time. We continue to be committed to your success and progression, and look forward to welcoming you back at City of Bristol College in the future.

Yours sincerely

**Alexandra Sermon**  
**Assistant Principal – Further and Higher Education**

