

# Predicted Grades Policy

The following document covers the agreed standardisation the issuing of predicted grades:

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## 1 Overview

### 1.1 What are predicted grades?

***A predicted grade is the grade of qualification an applicant's school or School believes they're likely to achieve in positive circumstances - UCAS<sup>1</sup>***

When a student applies to university, the school is asked to provide predicted grades so universities can establish the suitability of the student to their chosen course during the admissions process.

It is school policy to ensure that parents and students know the predictions, so that they can make informed decisions.

### 1.2 Key Responsibilities

The Secondary Academic Leader is responsible for the overall management and implementation of this policy and accompanying procedures.

- Subject Teachers formulate the student's predicted grade.
- The Head of Faculty, Academic Data Manager and Secondary Academic Leader will quality assure the process and ensures the potential for bias is mitigated.

It is the responsibility of students to speak to the Secondary Academic Leader as soon as possible if they have any concerns about their predicted grade or if further clarification is needed as to how these grades were formulated.

### 1.3 Guidelines

Embassy International School's predicted grades policy follows the guidance published by UCAS when deriving predicted grades for students.

Predicted grades should be:

- **Comprehensive** - For all pending qualifications, unless the assessment method or structure of the qualification makes this inappropriate e.g. EPQ
- **Achievable** - whilst aspirational predicted grades can be motivational for students, they should be based on demonstrable evidence of performance.
- **Data driven** and **determined by professional judgement**

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<sup>1</sup> UCAS (Universities and Colleges Admissions Service) is the central organisation in the UK that manages applications to higher education institutions.

Predicted grades should not be:

- Affected by students/parental/guardian or carer pressure
- Influenced by university or school entry requirements or behaviours.

## 1.4 When do students get their predicted grades?

Students will receive predicted grades according to the following timeline:

Date	Who?
10 <sup>th</sup> October	For students applying to: <ul style="list-style-type: none"><li>• Oxford</li><li>• Cambridge</li><li>• Medicine/Dentistry/Veterinary in the UK</li></ul>
January	For students applying to courses in the UK and Ireland.
February Winter Break	Countries inside the European Union.

## 1.5 Request for grades earlier than February Winter Break

If a student requires predicted grades **earlier than the February Winter Break**, they need to communicate this to the Academic Advisor who will notify the relevant Subject Teachers, Data Manager and Secondary Academic Lead and include the date they are required for. To compile the grades, we need **2 weeks notice**.

## 2 How are predicted grades decided?

A-Level predictions are based on the professional opinion of the staff by reference to evidence of performance, achievement and potential.

They are the best estimates of what students will achieve if they continue to work in the current way.

When predictions are made attainment in internal exams should not be presumed to be the same as the predicted grade at A-Level. A predicted grade at A-level could be lower or than that achieved in the Year 12 internal exams. The second year of A-level courses are more demanding and staff take this into account.

## 2.1 First Stage

The predicted grades are given based upon a data driven evidence-based approach. The subject teacher decides the predicted grades for their students. When making their decision they should consider the following factors:

Factors	Description	Weighting
Performance in assessments	Assessments under timed conditions using exam questions: <ul style="list-style-type: none"> <li>Classroom based assessments</li> <li>Year 12 January mock exam</li> <li>Year 12 – End of Year exam</li> <li>or</li> <li>AS-Level AQA exam performance</li> <li>Year 13 – January mock results</li> </ul>	Highest
NEA	Quality of the NEA	
Attendance record		
Professional judgement		
Previous examination performance at GCSE		
		Lowest

The highest emphasis should be placed on the results from their Year 13 mock exam and the results in the Year 12 end of year exam/AS-Level AQA exam performance when awarding the predicted grades.

## 2.2 Second Stage

The data is collected by the Heads of Faculty to review and quality assure the data within their department.

## 2.3 Third Stage

Departmental data is then submitted to the Academic Data Manager to review with the Secondary Academic Leader.

## 3 Appeals

A student may feel that the predicted grade they have been given is not a true reflection of their ability. If the student is in this position, then they may be asked for the grade to be increased through a letter of appeal to the Secondary Academic Leader. This should outline:

- The reasons for their appeal.
- Evidence that supports the appeal.

Appropriate evidence may include:

- Grades from assessments they have completed in class.
- Grades from End of Year/Mock examinations.
- External evidence.
- Excellent attendance and punctuality records.
- Compassionate reasons.



The Secondary Academic Leader will consult with subject teachers and obtain data from the Academic Data Manager to make an informed decision about whether the grade should be increased.

The final decision will rest with the Secondary Academic Leader.

## 4 Policy Details

Policy created	October 2025
Policy created by and position	Richard Alpin Academic Data Manager and Examinations Officer
Policy reviewed	October 2025
Policy reviewed by:	Linda Castaldo & Richard Alpin Secondary Academic Leader & Data Manager
Policy accepted and authorised by	Kristian Cejka Principal October 2025
Next review date	September 2026
Policy to be reviewed by	Secondary Academic Leader & Data Manager

Policy update	Description