



16 July 2021

Dear Parent/Carer

YEAR 13 RESULTS AND APPEALS 2021

I hope this email finds you and your family safe and well. I am writing to you today to explain the next stage of the grading system for your son/daughter's external qualifications. I apologise for the length of this letter, but there are a number of very important issues that I do need to make you aware of, so it is vital that you take the time to fully digest the contents.

Process to date

Students in Year 13 sat In-Class and Exam-based assessments between 22 March and the 27 May. These assessments, alongside PPE assessments that were sat in the autumn term and any completed coursework, were used as evidence to help teachers to submit a grade for each qualification. The school was required to submit to the Joint Council for Qualifications (JCQ) our plans for collecting evidence via our Centre Assessment Policy (available [here](#) on our website), which they endorsed as part of their Quality Assurance process and we received notification of this on 26 May.

All teachers undertook thorough training sessions prior to marking the assessments. There then followed a rigorous process of internal moderation and quality assurance, prior to the grades being submitted to the exam boards on Friday 18 June. The exam boards have now begun their own process of moderation and quality assurance, and as part of this we have been asked to submit the evidence portfolios for named students across a number of subjects in both Year 11 and Year 13. During this external quality assurance process, our submitted grades may be moved up or down (although this will always be done through human checks, not by an algorithm).

Results Day – Tuesday 10 August

Whilst we do now know the grades that are going to be awarded to each student, we are forbidden from disclosing the submitted grades to students and parents, until results days.

Results will be available to students on **Tuesday 10 August**. We would like to invite all students to collect their results from school, as we are hoping to make the occasion as much of a celebration as possible. To help with the celebrations we will have coffee and pastries available for all members of the year group. Students will be able to collect their result envelopes from the Durning Room between 8.30am and 11am. Key members of the Sixth Form team will be on hand to give any advice and guidance that might be required regarding the next steps and UCAS in particular. Students should be aware that they may have to wait to speak to a member of staff, but we will endeavour to see everyone as quickly as possible.

We only know what a student's conditional offer is if they have chosen to share that information with us. It has not formed part of our objective grading of students. Where we do

know this information, we must not let students know their submitted grades, even if they haven't met the conditions of their offer.

If you are unable to attend school to collect your results envelope, then results will be emailed out to all students at 12pm.

Appeals

All students have the opportunity to appeal their grade if they meet the eligibility criteria (see below). It is important to note that an appeal may result in a **grade being lowered, staying the same, or going up**. So, if a student puts in an appeal and their grade is lowered, they will receive the lower mark.

There is also the option to resit A levels in the autumn, which may be preferable to some students. The design, content and assessment of these papers will be the same as in a normal year. Further details will be available on the school website on the examinations page, along with an application form.

There are five main grounds for appeal, as dictated by the Joint Council for Qualifications (JCQ). They are:

1. You think we have made an administrative error: an example of this would be putting the wrong information into a spreadsheet.
2. You think we have made a procedural error: this means we haven't properly followed our own process, as approved by the exam board. An example of this would be where you've been told you should have received extra time for assessments, but this wasn't given in a certain subject.
3. You think the academic judgement on the selection of evidence was unreasonable: you think the evidence used to grade you was not reasonable.
4. You think the academic judgement on the grade you were given was 'unreasonable'*.

*'Unreasonable' is a technical term in this context and means that **no educational professional acting reasonably could have selected the same evidence or come up with the same grade**. Because of the flexibility of the approach this year, every school and college will have used different forms of evidence. It also means that the independent reviewers **will not remark or grade students' evidence**. Instead, they will look to see whether any teacher acting reasonably could have arrived at the same grade.

It is very much our belief that the evidence that we selected to use is reasonable for three reasons:

1. It covered all the necessary assessment objectives for each course.
2. It only focused upon the curriculum that had been delivered.
3. As far as is possible it mimicked the intended assessment structure.

Our centre policy reflected these intentions.

At either stage of the appeals process a student's grade **may go up, stay the stay, or go down**. When placing an appeal, the student will have to sign a declaration saying that they accept the fact their grade may go down and they may get a lower grade than their original grade.

What's a priority appeal?

Priority appeals will be handled more quickly than other appeals, where possible before UCAS's advisory deadline of 8 September. Priority appeals are only open to A level/Level 3 BTEC students **starting university this autumn**, who have **missed out on the conditions of their firm or insurance offer**.

If you decided not to confirm a firm conditional offer and to go through clearing instead, **JCQ cannot offer you a priority appeal**. When making a priority appeal, students will have to include their UCAS number so it can be confirmed that it is a genuine priority appeal.

What should I do if I don't get into my first choice of university?

First, don't panic. Speak to a member of the Sixth Form Team about your options. You may wish to go through clearing or sit the autumn exams or summer exams next year to try to improve your grade. If you are going to appeal your grade, you must let your university know you are appealing. They will then let you know whether they will hold a place for you pending the outcome of an appeal (note that universities are not obliged to hold a place for you; this is at their discretion).

How to appeal – what to do first

Students must read the JCQ Student and Parent guide before appealing, which will be available on the JCQ website by results days. We may not be able to offer as much advice and guidance on the likely success of an appeal this summer as we would in normal years, as we have already moderated and quality assured all the grades ourselves. However, we would be able to give you advice on where within our own internal grade boundary you sat. We will also provide within your results envelope a document detailing the following:

- The marks you received for each assessment.
- The total marks available for each assessment.
- The Access Arrangements in place for your assessments.
- Any Special Consideration adjustments that may have been applied.

There are two possible stages to an appeal:

Stage 1 - Centre Review

All appeals, on any of the grounds above, must first go through a **Centre Review**. At this stage, we will check for any administrative errors, and check that our policies and procedures were followed correctly. Our policy has already been approved by the exam boards, so we are only ensuring that we followed this properly. If students wish to request a **Centre Review**, they must complete the first page of the appeals form (available on our website [here](#)) and email it to the following email address:

year13centreappeal@chartersschool.org.uk

This email must come from the student's school email account to verify that they are fully aware and endorse the appeal. We have confirmed that all students' school email accounts will remain live throughout the autumn term.

The outcome of the centre review will be communicated to students when made, again via their school email account. Their form will be returned with page 2 completed by the school, detailing the findings of the centre review.

At the Centre Review stage, if we find that a grade should go up or down, we will ask the exam board to change it. They will then consider this request.

Stage 2 - Awarding Organisation appeal

Following the outcome of a Centre Review, students may still choose to pursue an **Awarding Organisation** appeal. They must fill in **pages 3 and 4** of the form that has been returned to them, and return to us at the following **different** email address:

year13aoappeal@chartersschool.org.uk

We will then send this on their behalf to the exam boards. Students and parents cannot send appeals directly to the exam board themselves – it must come from us.

The outcome of the awarding organisation appeal will be communicated to students when made.

Important dates for the appeals process

The deadline for requesting a **priority** appeal is **5pm on Thursday 12 August** (students cannot appeal before results day on 10 August). The earlier we receive the centre review appeal, the quicker we will be able to complete it and return the outcome to you. We will attempt to complete the centre review by 17 August*. If students wish to progress this to an awarding organisation appeal, they must send the completed form to us no later than **Wednesday 18 August** for priority appeals.

*At both stages of the appeals process, there may be the need for specialist, expert knowledge (e.g. subject teachers, SEND knowledge). This may not be possible in August. In such cases, we may have to wait until the start of term, but priority appeals will still be treated as a priority.

Non-priority appeals are any A levels/Level 3 BTECs where a university place is not pending. The deadline for submitting a centre review for a non-priority appeal is **Friday 3 September**; and the deadline for submitting an awarding organisation appeal is **Friday 10 September**. Non-priority appeals will most likely only be considered once staff have returned to school for the new academic year (from 1 September)

If there are any further questions that you may have regarding this process please do not hesitate to contact me via email at p.stephenson@chartersschool.org.uk and I will do my very best to contact you prior to results day to answer any queries you may have.

Yours sincerely

Mr P Stephenson
Deputy Headteacher