

30th April 2021

Dear Parent/Carer,

We would like to share some further information with regards to Summer 2021 awarding of grades, results and appeals.

Centre Policy

Please find attached the Academy's Centre Policy which is to be used for grading our Year 11 students this academic year. The Academy will follow the processes and principles contained in the policy to ensure consistency and fairness when awarding grades.

Results Day

This summer, GCSE results day is **Thursday 12th August**. Year 11 are invited to collect their results between 9.00am and 11.00am from the Dr Letman Centre. Should your son/daughter be unable to attend on this day, please ensure they provide either a stamped addressed envelope to the Academy office (results will be posted on 12th August) or written permission for a nominated person to collect results on their behalf. Please note the nominated person will be asked to show the written permission and their ID before results are released.

Results will be issued in the community room in line with any Covid 19 safety measures that are in place at the time. More information will follow on the details should the need arise. Subject and senior staff will be available to give advice on next steps.

Appeals

Please find attached a copy of the Joint Council for Qualifications (JCQ) Guidance for Students and Parents Summer 2021. I would like to draw your attention to page 6 which details the appeals process. Once results have been issued, if you believe that an error has been made in determining your son/daughter's grade you have the right to appeal.

The first stage is to raise an appeal with the Academy, we will then review whether:

- an administrative error has been made
- the procedure for grading was not followed correctly.

At that time, you may request a further copy of the Centre Policy, sources of evidence (including the marks) used to determine your son/daughter's grade and details of any special circumstances that may have been taken into account.

Once the Academy has completed a review, should you still think that the grade awarded is incorrect the second stage of appeal is to ask the Academy to appeal to the exam board on your behalf.

The exam board will review whether:

- the Academy made an unreasonable exercise of academic judgement in the choice of evidence used to determine the grade and/or in the determination of the grade from the chosen evidence
- the Academy did not apply a procedure correctly
- the exam board made an administrative error

An appeal must be made in writing with the student signing to give their consent and confirming that they understand that the grade may go down, up or stay the same. An appeals proforma will be available to students on results day. Appeals are to be submitted to the Academy by 3rd September, the Academy must conduct the review by 10th September and the deadline for submitting appeals to exam boards is 17th September. Following the outcome of appeal, if you believe the exam board has made a procedural error you can apply to Ofqual's Exam Procedures Review Service.

If you have any queries or questions regarding this year's GCSE grading, please do not hesitate to contact the Academy.

Yours sincerely,

Tom Maltby