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[www.st-wilfrids.org](http://www.st-wilfrids.org)

July 2021

Dear Students and Parents/Carers

I am writing to confirm the arrangements for the collection of this summer's exam results. Students will be able to collect their statement of results at the following date and time: Parents are welcome to attend with their children, but must wait in the car park area whilst students collect their results.

Year Group	Year 13	Year 11
Date	Tuesday 10 <sup>th</sup> August 2021	Thursday 12 <sup>th</sup> August 2021
Time	8.30 am to 11.00 am	9.00 am to 11.30 am

Exam results are strictly confidential and are the data of the candidate. If students cannot collect their results in person they must book an appointment with the Examinations Officer Mrs Scott **in person** by July 23<sup>rd</sup>. They will need to submit in writing how they wish to have their results communicated; either by post with the address, via email with the email address or to a nominated person to collect on the day. Students who wish someone else to collect the results on their behalf must inform the named person to provide photographic identification to verify they are the authorised recipient of the results. We are sorry but results cannot be given out over the telephone in any circumstances. This is all part of standard examination procedures which we must follow in any normal year.

### **Exam results and Appeals**

We anticipate that appeals will apply to very few pupils, if any, because we have adhered strictly to the approved JCQ centre policy. We do hope that the following information puts your mind at ease and that your child has confidence in the grades awarded.

### **How were my/my child's grades arrived at this year?**

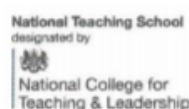
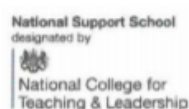
Grades this summer were based on Centre Assessed Grades (CAGs). CAGs were submitted to the exam boards by the school as a holistic assessment of students' performance in a subject, following a rigorous process of assessment, moderation and quality assurance.

These grades will then be approved by the relevant exam board, following external quality assurance checks of random sampling commencing on the 21<sup>st</sup> of June.

### **What do I do if I'm not happy with my/my child's grade?**

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 GCSEs, A levels and some AS 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.



**Northern Saints**  
 Teaching School Alliance



Bishop Chadwick  
 Catholic Education Trust

Excellentia per fidem, per scientiam, per adiuvatum

### **What are the grounds for appeal?**

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

- You think we have made an **administrative error**: an example of this would be putting the wrong information into a spreadsheet.
- You think we have made a **procedural error**: this means we haven't properly followed our own process, as approved by the exam board.
- You think the **academic judgement on the selection of evidence was unreasonable**: you think the evidence used to grade you was not reasonable.
- You think the **academic judgement on the grade you were given was unreasonable**.

### **What does 'unreasonable' mean?**

'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.

This means that just because other forms of evidence may have been equally valid to use, the selection of evidence is not unreasonable. 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.

### **What will be the outcome of an appeal?**

At either stage of the appeals process (see 'What are the two stages of an appeal?' below), 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 CAG.

### **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 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.

JCQ cannot offer priority appeals for GCSE students, unfortunately.

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?**

Firstly, don't panic. Speak to our team about your options on results day. 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).

### **What should I do before appealing?**

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 and with a partner secondary school in the Trust.

### **What are the two stages of an appeal?**

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.

The outcome of the centre review will be communicated to students when made.

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.

Following the outcome of a centre review, students may still choose to pursue an **awarding organisation appeal**. They must fill in the form below, which we will then send on their behalf to the exam boards. Students and parents cannot send appeals directly to the exam board themselves – it must come from the school.

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

### **How do I make an appeal?**

Following results days, students should fill in the first section of the JCQ form [here](#) and send it to our exams officer at [assessment@st-wilfrids.org](mailto:assessment@st-wilfrids.org).

### **What are the deadlines for priority appeals?**

The suggested deadline for requesting a priority appeal is **16 August** (students cannot appeal before results day on 10 August).

We will attempt to complete the centre review by 20 August\*. If students wish to progress this to an awarding organisation appeal, they must send the completed form to us by 23 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.

### **What are the deadlines for non-priority appeals?**

Non-priority appeals are any A levels, GCSEs or vocational qualifications, where a firm or insurance university place is not pending.

The deadline for submitting a centre review is 3 September; and the deadline for submitting an awarding organisation appeal is 10 September.

Appeals received after these dates may still be considered.

### **You know my / my child's grades. Why can't you tell us? What if you know we haven't met our university conditional offer?**

We are forbidden from disclosing the Centre Assessed Grades to any third party, including students and parents, until results days. Any teacher or member of staff who does this is committing exam malpractice.

Although students may have been given marks or grades on single pieces of evidence, we cannot disclose the final submitted CAG.

During the external quality assurance process taking place in June or July, our submitted CAGs may be moved up or down (although this will always be done through human agency, not by an algorithm).

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 CAGs, even if they haven't met the conditions of their offer.

### **6th Form Enrolment**

The enrolment for 6th form will be on site following students collecting their grades on August 12th. The 6th form and leadership team will take students through this process. There is currently no need to book a time, but we will ask for your patience while waiting to speak to a member of staff. More information about courses and entry requirements can be found here <https://www.st-wilfrids.org/sixth-form/applying-sixth-form/>

### **Autumn exam series**

Exam boards will be offering exams in November and December for GCSEs. Exams will be available for all GCSE and A level subjects. The exams will be in a standard format and no adaptations will be made other than reasonable adjustments for eligible students. The exams will assess you in the same way as had been planned for exams in summer 2021, including assessing you on a reduced number of topics for GCSE English literature and history.

If you wish to be entered for the Autumn exam series for any subject please contact our Examination Officer [cscott@st-wilfrids.org](mailto:cscott@st-wilfrids.org). **If we can request that exam entries are with us by Friday 3rd September.**

Kind regards,

Mrs R Maxwell  
Assistant Headteacher