

16 July 2021

Dear Student and Parent/Carer

We hope that all our Year 11 students are well and enjoying their extended summer holidays. We have been thoroughly impressed by them throughout the challenges of their GCSEs and wish them every success in August. Please find attached and below details of our school Centre Policy, the summer appeals process and arrangements for GCSE Results Day.

The following is a list of FAQs that will help to explain the appeals process for GCSE Grades being awarded in Summer 2021.

When is GCSE Results Day?

GCSE Results Day is on Thursday 12 August between 10am and 12pm. Due to the ongoing COVID restrictions we are inviting students by form group into school to collect their results, details are below. If students cannot attend at this time they need to contact our Exams Officer, Mr Wilson, at j.wilson@millthorpe.southbank.academy to make alternative arrangements.

Results will be available to collect in person by the student only from 10am till 12 noon. They will be handed out in the student canteen. Due to this year's unusual circumstances students must follow the following rules when collecting their results:

Please do not arrive before your 30 minute collection window and leave the school site immediately after collecting your results. To minimise risk to yourself and members of staff we request that students do not arrange to arrive in large groups.

Registration Group	Collection Time
11ALJ	10.00 - 10.30
11VXM	10.00 - 10.30
11MEW	10.30 - 11.00
11SEW	10.30 - 11.00
11DJM	11.00 - 11.30
11HEM	11.00 - 11.30
11RIY	11.30 - 12.00
Year 10 students	11.30 - 12.00

We look forward to seeing you all on 12th August to celebrate your success

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

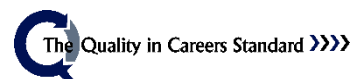
Grades this summer were based on Teacher Assessed Grades (TAGs). TAGs were submitted to the exam boards by us as a holistic assessment of students' performance in a subject, following a rigorous process of assessment, moderation and quality assurance.

These grades were then approved by the relevant exam board, following external quality assurance checks.



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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, 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.

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. 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.
- 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; see our Centre Policy for further details – [Link to centre policy](#)

It also means that the independent reviewers will **not** remark or grade students' evidence. Instead, they will look at the student's assessed work and 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 same, 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 TAG.

What's a priority appeal?

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.**

JCQ **cannot** offer priority appeals for GCSE students.

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 [here](#) by results day. It is also advised to read the school's Centre Policy as well. We will 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.

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 Centre 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 completed.

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 then fill in the JCQ form, which school will provide. The form will then be sent 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 completed.

How do I make an appeal?

Following results days, **students** should fill in stage one of the JCQ form [here](#) and send it to gcseappeals2021@millthorpe.southbank.academy stating in the email which subject(s) they wish to appeal and the grounds for the appeal.

What are the deadlines for GCSE appeals?

The appeals process opens on GCSE Results Day which is Thursday 12 August. In order for us to deal with any appeals over the summer holidays, we ask for all appeals to be submitted by Friday 20 August. These appeals will be acknowledged by Monday 23 August and processed and returned by Wednesday 8 September. All appeals which arrive after Friday 20 August will be acknowledged in a five day window of receiving the appeal.

The deadline for submitting a centre review (appeal) is Friday 3 September; and the deadline for submitting an awarding organisation appeal is Sunday 12 September as school must submit these by Friday 17 September with all relevant information.

You know my/my child's grades. Why can't you tell us?

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

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

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

We are confident that your child's grades have been accurately determined and that there will not be any surprises on results day. So we do not want any students to worry.

Yours faithfully



Ms G Greenhalgh
Head of School