

12th July 2021



To: Parent/Carer and Students of Year 11 and Year 13

Dear Parent/Carer and Student

GCE results day this year is on Tuesday 10 August for Year 13 and anyone else who is certifying in sixth form. Results will be available for collection from 8:30am within the main reception.

GCSE results day this year is on Thursday 12 August. Results will be available for collection from 8:30am within the main reception.

We are planning for this to occur in the atrium as normal and our operating procedures will be in line with government guidance active on the date in question.

Collecting Results

If you are unable to collect your results in person, please either:

Send a stamped, self-addressed envelope with the appropriate postage, or leave one at the reception, please ensure that it is labelled 'for the attention of The Examinations Officer' and that it is received before the end of term. Your results will be posted on Tuesday 10 August. *Please supply two envelopes if you have results for both GCE and GCSE.*

Or

Nominate someone to collect the results for you. You must complete the form overleaf and the nominated person should bring it with them (along with their identification) on results day.

Please note: under **no** circumstances will results be available by telephone or email

University

For students who have applied to university, UCAS Track will be available to check from **8:30am** on Tuesday 10 August. You will need to bring in your UCAS details and contact details for your chosen universities. This will help with confirming your place, should UCAS Track have not updated.

Books and Uniform

Please return all textbooks and outstanding library books or bring them with you on results days. We will also gratefully accept any textbook or uniform donations that can be used by future students to support their learning if you no longer require them.

What do I do if I am not happy with my grades?

After the form this letter outlines what you should do if you are concerned about your grades. There will be members of staff available to talk to you and explain what your options are. Please read the letter and the attached guidance and then on results day come and speak to a member of staff.

We look forward to seeing you in August

Yours faithfully,

Barry Simpson
Vice Principal

Principal: James Jackson
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COLLECTION OF RESULTS
NOMINATION FORM

STUDENT'S FULL NAME (Please print)

Signed Date

Date of Birth

Tutor Group

Address

.....

.....

.....

I would like (Full Name)

(Please delete as appropriate)

To collect my GCE results on 10 August 2021. Please bring identification.

To collect my GCSE results on 12 August 2021. Please bring identification.

Results will not be released without this signed letter.

The person must bring their identification with them to prove they are who you have nominated.

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2021 Results: Information for students and parents/carers

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 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.

In some cases, the CAGs we submitted may have been reviewed by the exam board, who may have asked us to submit an alternative grade. However, any changes to the grades we submitted were done by professional teachers or reviewers; this year no grades have been changed as a result of an algorithm

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 for 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 these 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.

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.

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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 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?

First, don't panic. Speak to any member of staff available on results day 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).

What should I do before appealing?

Students must read the JCQ Student and Parent guide here <https://www.jcq.org.uk/wp-content/uploads/2021/03/JCQ-Guidance-for-Students-and-Parents-on-Summer-2021.pdf> before appealing, which is available on the JCQ website for 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.

We will have all linked documentation relating to grading available for review on results days as well, so will be able to review this information with you if you desire.

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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 us.

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 https://www.jcq.org.uk/wp-content/uploads/2021/06/JCQ_Appeals-Guidance_Summer-2021_Appendix-B.pdf and send it to simpsonbk@westlakesmat.org.uk and mcgradyg@westlakesmat.org.uk Paper copies will also be available on results days if requested.

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.

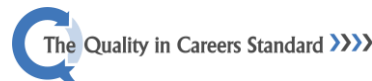
The deadline for submitting a centre review is 3 September; and the deadline for submitting an awarding organisation appeal is 10 September.

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?

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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.

Should you have any further questions, please contact Mr Barry Simpson on simpsonbk@westlakesmat.or.uk

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