

Dear Pupils and Parent/Carers,

Thursday 12th August GCSE Results Day and Appeals

As you know, all examinations have been cancelled and replaced with a **Teacher Assessed Grading system (TAG)**. This relies on assessment completed in school, marked by teachers and used to compile an evidence base that is then used to determine a grade.

Pupils will be able to collect their results from **8.30am in the morning in the library** (we will be maintaining social distancing), or they will be sent to you via **edulink at 9.30am**.

To access exam results via EdulinkOne through a web browser by going to: <https://www.edulinkone.com/#!/chantry>

Log on by using your Chantry School username and password which you use in school to log onto the computers. Click on the 'Exams' icon and then 'Exam Results'. Results can then be downloaded and printed if required. If asked for School ID, enter **chantry**.

As a school, we are confident that all grades have undergone a thorough internal quality assurance process to ensure they are accurate, as detailed in our [centre policy](#). This has taken variety of forms:

- Shared with pupils each subject's *Personal Learning and Assessment Checklist* (PLAC), so all were informed what evidence would be used to determine grades,
- Put in place effective provision of access arrangements/reasonable adjustments for eligible students,
- Whole staff training on the processes for grading this summer,
- Additional training for Y11 teachers for standardisation and moderation exercises using awarding body materials and exemplification,
- Internal standardisation meetings within departments,
- Internal moderation of marking within departments,
- Sample checks in line with the whole school framework,
- Completed internal quality assurance for every pupil and for every subject by a member of the leadership team and Head of Departments,
- All Y11 teachers have signed to acknowledge the process has been undertaken with due care and responsibility,
- External reviews of policies and procedures by exam boards and JCQ, all of which have been passed,
- Administrative checks of results upload to exam boards to check for accuracy of entry,

We hope you will be reassured that we have invested considerable time into ensuring our TAGs are fair, rigorous and representative of the assessments submitted by all pupils. If, after taking the above into consideration, you want to make an appeal you can do so on four main grounds:

1. an **administrative error** was made. For example, we inputted the grade incorrectly.
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.
3. you think the **academic judgement on the selection of evidence was unreasonable**:
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. It also means that the independent reviewers will not remark or grade pupils' evidence. Because of the flexibility of the approach this year, every school will have used different forms of evidence. We used as wide a range as possible ensuring we assessed all that we felt you had covered thoroughly during your GCSE years. **Independent reviewers will not remark or grade pupils' evidence. Instead, they will look to see whether any teacher acting reasonably could have arrived at the same grade.**

What should I do before appealing?

Pupils must read the [JCQ Student and Parent guide](#) before appealing.

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.

What will be the outcome of an appeal?

There are two stages of the appeals process and at either stage of the appeals process **a pupil's grade may go up, stay the same, or go down**. There is no grade protection this year. **When placing an appeal, the pupil 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 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 pupils 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. To request a **centre review**, click [here](#) to fill in the form.

Following the outcome of a centre review, pupils may still choose to pursue an **awarding organisation appeal**. Pupils must fill out the form for a Stage 2 Appeal to Awarding Organisation form (available on request) and then we will send on their behalf to the exam boards. **An awarding organisation appeal (stage 2) cannot be undertaken until a centre review (stage 1) has been completed.** Pupils and parents/carers 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 pupils when made.

How do I make an appeal?

Following the GCSE results day, pupils should fill in the **first section** of the [JCQ appeals pupil request form here](#) and send it to appeals@chantryschool.com. This email address will be live from **12th August 2021 at 11am**.

What's the difference between a priority appeal and a non 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, therefore they do not apply for Year 11 pupils. **All Y11 GCSE grades are non priority appeals.**

What are the deadlines for non-priority appeals (GCSEs)?

The [deadline](#) for submitting a **centre review** is **3rd September 2021**; and the deadline for submitting an **awarding organisation appeal** is **17th September 2021**.

We will be checking the email address regularly from the 13th- 20th August and then continually from 1st September. It is important you read all the information in this letter and all associated documentation before contacting us.

You must request a centre review before you can request an awarding organisation appeal. This is so the awarding organisation is certain that your grade is as the centre intended.

Once a finding has been made you cannot withdraw your request for a centre review or appeal. If your grade has been lowered you will not be able to revert back to the original grade you received on results day.

It's worth remembering that if you are disappointed with your results, there will always be an opportunity to resit the subject in the autumn series of examinations.

A copy of this letter, and other useful documentation, can be found under Curriculum/ Exams/Appeals 2021

I appreciate there is a lot of information but it is important that you have clarity on all the processes. It is also important that this is communicated in advance of results day in case you have any questions before then.

Please do contact me if you have any further questions around assessment or exams: nclear@chantryschool.com.

Kind Regards
Nicola Clear
Deputy Head

Useful documents:

- [JCQ Appeals- pupil appeals centre review request form 1](#)
- [JCQ guidance for students, parents and guardians](#)
- [Ofqual- student guide to awarding summer 2021](#)
- [Centre policy link](#)
- [JCQ- Appeals- Guidance Summer 2021](#)
- [JCQ Grading Summary infographic](#)
- [Key Dates for Appeals](#)

