



13th July 2021

Dear Student/ Parent

A level Exam Results Arrangements 2021

As we are sure you are already aware, your **A level exam results** will be available to you from **8am on Tuesday 10th August 2021**. Unfortunately, due to government guidelines we are unable to distribute results in school in the same way as in previous years and will therefore follow the same structure as last academic year and **distribute the results electronically**.

Below I have outlined information regarding how you will receive your results, support that will be provided by the school on results day and how to ensure that you have full access to information about the appeals process if you believe that something has gone wrong.

If you have any further questions, please do not hesitate to contact us.

Kind regards

Mr M Birch

Head of Sixth form

Mrs L Bullars

Deputy Headteacher

Mr J Coats

Director of School Improvement



Results Day Arrangements

A level: Tuesday 10th August 2021

How will I receive my results?

We will run a similar arrangement to last year, with results being sent to you electronically at home, but with members of staff in school on hand in case of any questions or support needed.

Results will be sent via email to students' school email accounts at 8am on results day. This will simply list each subject and final grade.

A second email will be sent shortly afterwards that will contain a break down of the evidence that was used to arrive at the grades awarded as described in our Centre Policy. This will contain a reminder of the monitoring trajectories that we used and the grades scored on individual pieces of assessed work during the summer term.

If you have forgotten the login details to your school email account, you will need to phone the exams line to make an appointment to come into school with identification. We will not be able to give out login details over the phone. Alternatively, you can come into school before the end of term.

How can I access support?

It is important to us to be able to provide you with any support that you require on results days. This may be support with your next steps, pastoral support or to answer any questions that you have about the appeals process or autumn exams.... or you may just wish to chat to someone!

Our phone lines will be open at the times stated below so you can phone up to book an appointment to either come into school and have face to face support or book a telephone appointment. We have extra phone lines set up on results day so you can get through to us as fast as possible and we can support you.

Dedicated exams line - 0114 2632206.

The phone line will be staffed the following times:

Tuesday 10th August 2021 – 8am – 3.30pm

Wednesday 11th August 2021 – 9am – 3pm

Thursday 12th August 2021 – 8am until 3.30pm

Friday 13th August 2021 – 9am until 12noon



The Appeals Process if you think something has gone wrong

If you believe that something has gone wrong that we don't know about, there is a clearly defined appeals process. This is set out in the two documents produced by JCQ. The first of these is a summary document, the second contains more detailed information, and also includes the paperwork that a student would need to complete in order to make an appeal.

[JCQ-Guidance-for-Students-and-Parents-on-Summer-2021.pdf](#)

[JCQ_Appeals-Guidance_Summer-2021.pdf](#)

We have included below a helpful summary that we hope will answer the majority of questions you may have about the appeals process.

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.

In some cases, the TAGs we submitted may have been reviewed by the exam board, who may have then 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. Therefore, if a student puts in an appeal and their grade is lowered, they will receive the lower mark. It is important to understand that any appeal must be made by the student, rather than the parent.

There is also the option to resit A 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.

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.

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 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 will be handled more quickly than other appeals, where possible before UCAS's advisory deadline of 8th 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.

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. You can make an appointment to speak to someone in the sixth form team about your options. You can do this by phoning the exams line at school on 0114 2632206 and making an appointment to come in and talk to us. You may wish to go through clearing, or to 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. The JCQ website is www.jcq.org.uk

We would also strongly encourage you to speak to us before embarking on the appeals process. We will ensure you have the correct paperwork, that the grounds on which you may wish to appeal lie within one of the four main grounds for an appeal, and that you understand that the process may result in your grade going both up or down.

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, we strongly recommend that any students wishing to request a **centre review** should first contact the school to discuss this. We will ensure that you have the correct form and ensure that you understand the different grounds on which a centre review can be made. This is important so that delays aren't caused by forms being incorrectly completed. We will also do our best to answer any questions you may have. To speak to someone in school please phone the exams line on 0114 2632206 to arrange to speak to a member of staff.

If you request a centre review, we will also send you a copy of the form to request an **awarding organisation appeal** with the findings from the centre review so that you can go on to request an awarding organisation appeal if you believe you have grounds to do so.



What are the deadlines for priority appeals?

We need to have received all request for priority centre reviews by 13th August. Completed forms must be either handed in to the school reception or emailed to exams@notredame-high.co.uk by 4pm on Friday 13th 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 23rd August for priority appeals.

*At both stages of the appeals process, there may be the need for specialist, expert input (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 in all cases we will respond to priority appeals as quickly as we can, and these will take priority above non priority appeals.

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 for non-priority appeals is the end of the school day on September 2nd 2021. Completed paperwork should be handed in to the school reception or emailed to exams@notredame-high.co.uk by 4pm on 2nd September.

We will respond to requests for non-priority centre reviews in the order that we receive them and as quickly as we are able around the constraints of the holiday period. We will make our best efforts to complete and communicate the outcome of all non-priority centre reviews to you by Friday September 10th 2021. Our deadline for submitting non-priority awarding organisation appeals to the awarding organisations is Friday 17th September 2021. In order to meet this deadline we would advise all requests to be with us as soon as possible and no later than Monday 13th September 2021.

Appeals received after these dates may still be considered but we cannot guarantee meeting exam board deadlines.

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 Teacher 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 TAG.

During the external quality assurance process undertaken by the exam boards during June or July, our submitted TAGs 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 TAGs, even if they haven't met the conditions of their offer.