



14th July 2021

Dear Parent/Carer

Re: GCSE Results Day (August 12th) and the appeals process

Firstly, I hope that you and your families are well at this time. It was lovely to see Year 11 students at the Leavers' Mass on Thursday 24th June. Once again, I would like to reiterate just how proud as a school we are of how our students have dealt with all of the challenges that they have faced over the past year.

On 28th May, all parents were sent the final Termly Data report, a Key Stage 4 data summary for Year 10 and Year 11, and the Centre Policy for Teacher Assessed Grades (TAGs). TAGs for all students have now been submitted to the relevant examination boards in line with the Centre Policy. At this stage, can I again remind you that the school is not permitted to share TAGs with students or parents/carers before Results Day on August 12th.

Arrangements for Results Day (12th August)

GCSE results will be published nationally on Thursday 12th August. The arrangements for Results Day are as follows:

- Results will be emailed to students' school Gmail accounts at 9am on Thursday 12th August. If students have misplaced/forgotten their Gmail login, please contact either Tony or Tom Millar (our ICT technicians) at a.millar@stjamesheadle.co.uk or t.millar@stjamesheadle.co.uk
- Students only may still come into school to collect their results in person at 10am, and they will be expected to follow the school's COVID guidelines should they wish to do so. Students are only permitted to collect their own results, and cannot collect the results of another student
- A hard copy of students' results will be sent to home addresses for any student not coming into school to collect them. If your home address has recently changed, please inform the school as soon as possible

The appeals process - what do I do if I'm not happy with 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:

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.
3. You think the **academic judgement on the selection of evidence was unreasonable**: you think the evidence used to grade your child was not reasonable.
4. You think the **academic judgement on the grade your child was awarded was unreasonable**.

What does 'reasonable' mean?

This means that any independent reviewer when looking at the range and sources of evidence used to determine your child's grade would be expected to come to the same judgement. 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 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 Day

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 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**. **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?

Should a student wish to appeal a result on any of the four grounds outlined above, they should request a centre review form by contacting the dedicated appeals email address at appeals@stjamesheadle.co.uk The centre review form should be completed and sent back to this address to consider the appeal. Please note that the



appeal must come from the student and needs to be signed and dated. The appeal will be considered and responded to as soon as possible.

Should a student wish to appeal to the examination board, as outlined above this must come through the school. A centre review by the school must be completed in the first instance, and examination boards will not accept appeals to them directly without a centre review having been completed first. For the school to make an appeal directly to the examination board, the original centre review form will need to be completed and sent back to appeals@stjamesheadle.co.uk

The appeals@stjamesheadle.co.uk email address will be checked on Wednesday 18th August, Friday 27th August, Wednesday 1st September and then every day thereafter until 10th September.

What are the deadlines for appeals?

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

Appeals received after these dates may not be considered.

If you have any further enquiries about TAGs or GCSE Results Day, please do not hesitate to contact me at s.guscott@stjamesheadle.co.uk. In the meantime, may I take this opportunity to wish you and your families a great summer break.

Yours faithfully

Dr S Guscott
Deputy Headteacher