



WHE/RGO/ebo

9<sup>th</sup> July 2021

Dear Year 11 and Year 13 Students and Families

We are writing to outline the appeals process for Summer 2021. Alongside reading this letter, please also watch Mrs Goddard's [video](#), read <https://www.jcq.org.uk/wp-content/uploads/2021/03/JCQ-Guidance-for-Students-and-Parents-on-Summer-2021.pdf> and look out for the JCQ guide to appeals for parents and students which will be on the JCQ website by results day.

### **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 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.

### **When will my / my child's results be released?**

On candidate statements of results and certificates, grades will be reported in the same way as in previous years. Results will be issued on results day(s) in August as follows:

| Date       | Qualification type                                  |
|------------|---|
| 10/08/2021 | GCE (AS, A Levels) and other Level 3 qualifications |
| 12/08/2021 | GCSE and other Level 1/2 qualifications             |

### **What will happen on results day(s)?**

This year your results will be sent electronically by email. All candidates should ensure that they can access their school email address. Results will be released after 8.30am.

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## How will I confirm my place at The Henry Box Sixth Form?

The Sixth Form Team will be working remotely to support Year 11 students to access The Henry Box Sixth Form. To confirm your courses, or to enable us to contact you, please follow the link or QR code and complete the Microsoft form by noon on Thursday 12<sup>th</sup> August. Here is the link to the form which will be 'live' from 12<sup>th</sup> August:

<https://forms.office.com/Pages/ResponsePage.aspx?id=dUNUZh1GNkyQLB07SqnWf5Vk3WOk1zhHlevaLqrvCg9UNzU5TzhDT1QwWE1STDRZMkkzVkZXQTEyTy4u>

QR Code Link



Please do not come into school after you receive your results via email. We will contact you (if necessary) after you have completed the form.

## How will I get my / my child's certificates?

Certificates will be available to collect from main school reception from 1st December 2021. Any certificates not collected by February 2023 will be disposed of.

## What should 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 submits an appeal and their grade is lowered, they will receive the lower mark.

There is also the option to sit GCSEs, A levels and some AS 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.

## How can I apply for the autumn exam series?

The deadline for applying to sit A level autumn exams is 2<sup>nd</sup> September 2021.

The deadline for applying to sit GCSE Maths and English exams is 30th September 2021. The deadline for applying to sit all other GCSE subject exams is 16th September 2021. You need to email our Exams Manager, Mrs Hunt (email [shunt@henrybox.oxon.sch.uk](mailto:shunt@henrybox.oxon.sch.uk)) with all requests for sitting exams in the autumn series. We will advise about any potential fees nearer the time when we receive guidance from the DfE – last year there was no charge for this service.

## 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 is a priority appeal?**

Priority appeals will be handled more quickly than other appeals, where possible before UCAS's advisory deadline of 8<sup>th</sup> 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 the Sixth Form Team 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 before appealing, which will be available on the JCQ website by 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.

## **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 complete 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 complete the first section of the JCQ form [here](#) and send it to [appeals@henrybox.oxon.sch.uk](mailto:appeals@henrybox.oxon.sch.uk)

## **What are the deadlines for priority appeals?**

The suggested deadline for requesting a priority appeal is 16<sup>th</sup> August (students cannot appeal before results day on 10<sup>th</sup> August).

We will complete centre reviews by 18<sup>th</sup> August\*. If students wish to progress this to an awarding organisation appeal, they must send the completed form to us by 9am on 20<sup>th</sup> 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<sup>rd</sup> September; and the deadline for submitting an awarding organisation appeal is 10<sup>th</sup> September.

Appeals received after these dates may still be considered.

## **Is the appeal process for BTECs the same?**

The process will differ very slightly. You can read more here:

<https://qualifications.pearson.com/content/dam/pdf/teaching-and-learning-hub/Awarding-results-2021/BTEC-Appeals-Summer-2021.pdf>

**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 taking place in 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.

We wish you all every success this summer.

With very best wishes

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