

# WOODFORD COUNTY HIGH SCHOOL



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8<sup>th</sup> July 2021

Dear Parent/Carer & Student,

## RESULTS AND APPEALS

As you know, GCSE Results Day this year is Thursday 12<sup>th</sup> August. This letter contains important information about collecting GCSE results, enrolment in the Sixth Form and appeals. Please read it carefully and keep it in a safe place.

## COLLECTING RESULTS

Results will be released at 9am on Thursday 12<sup>th</sup> August. These must be collected in person from the school hall. As I mentioned in the exam briefing back in April, students should make every effort to collect results in person because they may need to take action if these results affect their Sixth Form admission prospects or if they wish to change options or appeal their grade. It is much more difficult to do most of these things at a distance and our priority on results day and the days following it will be in dealing with in-person queries.

Results can only be collected by the candidate. If they wish them to be collected on their behalf, then they must write a letter to the Exams Officer by **Wednesday 21<sup>st</sup> July** nominating somebody to do so. This letter must be signed by the candidate.

## RESULTS AND SIXTH FORM ADMISSIONS

When you receive your results, the envelope will contain a letter informing you of three possible outcomes:

1. You have met the criteria to enter the Sixth Form and to study your chosen subjects. If that is the case, all you need do is sign the letter to confirm you are taking up the place and hand it in to Mr Khan or Ms Hasler.
2. You have met the criteria to enter the Sixth Form but not to study one or more of your chosen subjects. If that is the case and you wish to stay at Woodford, then you will need to see Ms Hasler straight away to explore alternative A Level options.
3. You have not met the criteria to remain in the Sixth Form. If that is the case, you will need to see Dr Ashraff.

If by results day you have already decided that you will not be staying at Woodford irrespective of what results you receive, please inform Dr Ashraff before leaving.

## APPEALS

All candidates have a right to appeal their grades, although you should think very carefully before doing so. The FAQs section below explains how the Appeals process will work this year.

## How were grades arrived at this year?

As you know, grades this summer were based on Centre Assessed Grades (often referred to as Teacher Assessed Grades, or TAGs). These were submitted to the exam boards by us on 18<sup>th</sup> June



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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.

By the time results are confirmed, in some cases the grades 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 re-sit GCSEs in November. The design, content and assessment of these papers will be the same as in a normal year, although there will no NEA, apart from in Art.

### **What are the grounds for appeal?**

There are five main grounds for appeal, as dictated by the Joint Council for Qualifications (JCQ). They are:

- You think we have made an **administrative error**: examples of this would be accidentally submitting the wrong grade or using an incorrect assessment mark to determine a grade.
- You think we have made a **procedural error**: this means we haven't properly followed our own process, as approved by the exam board. Examples would be where you should have received extra time for assessments but this wasn't given in a certain subject, where special consideration should have been applied but wasn't or where the school did not follow its own Centre Policy.
- 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. Just because other forms of evidence may have been equally valid to use in setting a grade, that does not necessarily mean the selection of evidence that *was* used was unreasonable. Because of the flexibility of the approach this year, every school and college will have used different forms of evidence. Therefore, arguing that the evidence we used was unreasonable because another school, chose a different set of evidence is not a valid ground for appeal.

It also means that the independent reviewers will **not** re-mark or grade students' evidence. Instead, they will look to see whether any teacher acting reasonably could have arrived at the same grade. If their conclusion is that, based on the evidence used to determine the grade, the grade awarded was reasonable, then the appeal will be rejected.

### **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 one.

### **What's a priority appeal?**

Only A Level students are eligible for priority appeals.

### **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. However, if you are thinking of appealing you must see Mr Jenkins on results day.

### **What are the two stages of an appeal?**

#### **Stage 1**

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.

We are already carrying out a number of Stage 1 reviews before the end of term as part of our ongoing quality control process. Therefore, if you request a Stage 1 review on results day, you may find that it has already been carried out.

#### **Stage 2**

Following the outcome of a centre review, students may still choose to pursue an **awarding organisation appeal**. They must fill in the appropriate form, which we will then send on their behalf to the exam board. 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 as soon as we are informed of it.

### **How do I make an appeal?**

1. You must speak to Mr Jenkins on Results Day explaining why you are planning to appeal. This will give him an opportunity to explain the process and tell you if a Stage 1 review of your grade has already occurred.
2. If you still wish to go ahead with the appeal you will need to download the Appeal form from the school website, fill it in and email it to [appeals@woodford.redbridge.sch.uk](mailto:appeals@woodford.redbridge.sch.uk) by 3pm on Friday 13<sup>th</sup> August.
3. You will then be given an appointment time when you must bring the signed declaration part of the form to the school. **The appeal will not be processed until you have done so.** Depending upon the reasons for the Appeal, it may be possible to process it on the same day.
4. If you wish to proceed to a Stage 2 appeal you will need to complete the second section of the form. You will then need to follow steps 2 & 3 above again.

Please note: appeals must be submitted and signed by the student. We cannot accept appeals submitted on behalf of students by anyone else.

### **Deadlines**

Stage 1 Friday 13<sup>th</sup> August (3pm)

Stage 2 Thursday 1<sup>st</sup> September

If you do not meet these deadlines we will be unable to guarantee that we shall be able to carry out our administrative role in time to meet the examination board submission deadlines.

**You know my/my child's grades. Why can't you tell us?**

We are forbidden from disclosing the TAGs 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.

**Will my/my child's place in the Sixth Form or on their preferred A Level course be kept open while the appeal is being processed?**

No. The vast majority of appeals are unsuccessful and the exam boards may not have processed them all until October. We cannot deny others places in the Sixth Form or on courses because of the remote possibility of a successful appeal. However, should the appeal be successful then we will honour the offer of a place if their new grade profile means the candidate has met the necessary criteria.

**I/my child have met the entry criteria for the Sixth Form, but not for all the chosen options. Can I/my child start on this chosen option while the appeal is pending?**

No. This is for the reasons cited above. In addition, delaying starting an alternative course would be disadvantageous should the appeal be unsuccessful. It is always difficult to catch up if switching courses weeks into the academic year.

If you have any further queries on the above, please get in touch.

Yours sincerely,

C. Jenkins,  
Deputy Headteacher